

Grant Writer Internship Role Description

Richardson Adult Literacy Center

Title

Grant Writer Intern

Description

Richardson Adult Literacy Center (RALC) is a non-profit organization in Richardson, Texas and was established in 1990. RALC offers ESL (English as a Second Language) instruction, citizenship classes, conversational English workshops, and career bridge (workforce readiness) workshops to over 400 adults each semester.

Learning Outcomes

Research, data storage, maintenance, and analytics, Business and technical writing, Project management, CRM utilization, grant writing process and reporting, and professional collaboration.

Responsibilities

- Pull data from CRM (Salesforce) for grant applications
- Research potential grants
- Write detailed descriptions of project strategies and goals
- Develop metrics for measuring project effectiveness
- Document grant process for future interns and employees
- Report grant progress to Executive Director and board
- Collaborate with grant writing consultant and team
- Collaborate with fellow interns and RALC staff
- Maintain accounting documentation for grants and donations

Requirements

Students applying for this internship must have strong research, writing, and communication skills. Applicants should also have strong collaborative skills and work well with a team to meet deadlines.

Majors

Behavioral Health and Human Services, Education, or Business

Dates

Jun 3, 2024- Aug 9, 2024

Salary

Eligible for UNTD Internship Stipend

Additional Requirements

Must have reliable internet connection, computer, and transportation to Richardson.

Application Process

Send a resume to Ann Banks, RALC Executive Director, at director@ralc.org

Contact Information

Ann Banks, Executive Director ▪ director@ralc.org ▪ (972)644-5119 ralc.org