

GRANTS & STRATEGIC PLANNING INTERN

RJL SOLUTIONS

ROLES AND RESPONSIBILITIES




The Grants & Strategic Planning Intern will serve the Grants & Strategic Planning department and assist in areas of grant writing, community development, strategic planning and research. The position provides flexible work schedule and an environment that provides experience in a wide range of projects for a variety of clients and industries.

Duties include:

- Provide support to the Grants & Strategic Planning team at RJL Solutions through research and writing
- Research and assist in writing grant applications on behalf of the clients of RJL Solutions
- Work with team members to manage grant projects, ensuring that all pieces of an application are received and compiled appropriately for submission
- Aid in proofreading and editing of grant applications, letters of intent, planning documents, and more
- Manage data collection and analysis, research, and report writing for strategic planning and community development projects
- Manage project assignments and meet deadlines
- Assist in edits and creation for social media posts, website copy, SEO and other technical writing options
- Assist with operational duties for the Grants and Strategic Planning Department
- Take minutes and notes at participating meetings and email to RJL team members
- Other special projects as designated



INFORMATION

-  College
-  Internship - College Credit
-  Grants and Strategic Planning

QUALIFICATIONS

- Current student pursuing (or recent graduates with) a bachelor's degree in professional writing or related degree.
- Must provide writing samples or a link to portfolio website.
- Ability to communicate effectively through writing in a concise and meaningful manner with accurate and trusted research methods and sources.