

COMMUNITY DEVELOPMENT INTERN

RJL SOLUTIONS

ROLES AND RESPONSIBILITIES

The Community Development Intern will serve the Community Development department and assist in areas of grant writing, community development and research.

Duties include:

- Provide support to the Community Development team at RJL Solutions in high-level research and grant writing
- Research, manage and assist in writing grant applications on behalf of the clients of RJL Solutions
- Work with Community Development Specialist 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 and any other additional documents
- Manage data collection and analysis, research, and report writing for strategic planning and community development projects
- Provide support in the operations of the Community Development department
- Other special projects as designated



INFORMATION

-  College
-  Internship
-  Community Development department

QUALIFICATIONS

- Current student pursuing (or recent graduates with) a bachelor's degree in professional writing or related degree.
- Familiar with research standards.
- Ability to communicate effectively through writing in a concise and meaningful manner.