



## **VOLUNTEER/INTERN POSITION DESCRIPTION**

**PROGRAM: Community Care Services - Grant Writing**

**POSITION REPORTS TO: Grant Writer**

**DESCRIPTION DONE BY: Suzanne Gaspar**

**POSITION TITLE:** Grant Writing Volunteer/Intern

The grant writer researchs and writes grants to provide necessary funding for the diverse programs of JRI. These programs are located in Massachusetts, Rhode Island and Connecticut.

### **QUALIFICATIONS (Education and Experience)**

- Proficiency in administrative tasks
- Organizational skills
- Strong attention to detail
- Excellent communication skills
- Experience with Microsoft Office, including Word and Excel (desired)
- Ability to promote a caring and respectful attitude toward clients, staff and other volunteers, respecting privacy and confidentiality

JRI seeks to find the best volunteer/intern for an available position. The agency does not discriminate with regard to gender, marital status, pregnancy, sex, color, race, age, national origin, ancestry, religion, or creed, physical or mental disability, sexual orientation, gender identity/expression, genetics, military or Veteran's status, political beliefs or other protected status.

Volunteers with applicable experience, and candidates pursuing internships for degrees in communications, marketing, and administrative services are encouraged to apply.

### **PRINCIPLE ACCOUNTABILITIES**

#### **General Responsibilities:**

- Dress appropriately and be punctual
- Notify your supervisor if you are unable to keep your schedule.
- Keep a record of your service hours
- Follow the agency's Confidentiality Policy

#### **Specific Responsibilities:**

- File and organize grant documents
- Assist with grant application assembly

- Research and document potential grant opportunities as directed
- Assist with gathering local and regional demographics
- Research programmatic best practices for populations served
- Other duties as assigned

### **OTHER RELATED RESPONSIBILITIES**

Interns and long-term volunteers (performing a total of more than 20 hours of service) at Community Care Services complete an intake and orientation that includes Criminal Offender Record Information (CORI) clearance, reference check, Occupational Safety and Health Administration (OSHA) training (annually), and information on JRI's mission, philosophy, goals and general policies.

Interns and Volunteers are encouraged to attend additional training, including First Aid and CPR – this training is our gift to you.

### **WORKING CONDITIONS**

The Grant Writing department is located at JRI's Administrative Offices, 70 Main Street; Taunton, MA 02780

### **AGENCY SUMMARY:**

JRI is a non-profit 501(c)(3) human services agency. Justice Resource Institute (JRI) is dedicated to addressing the most confounding challenges of both the human services and educational systems and the persons and families these systems were created to serve. JRI pursues the social justice inherent in opening doors to opportunity and independence. Although our range of services is as varied as those we serve, our approach is uniformly characterized by compassionate support, innovation, and community leadership. We work in partnership with individuals, families, communities and government to address their shared challenges in a comprehensive, coordinated, systematic, and effective manner. JRI seeks new knowledge and improved evidence-based practice, in research and in the field, in order to inform our continuous search for excellence in service.

### **Contact:**

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