



## **Position Description:**

Communications & Grant Writing Intern (part time, non-paid)

**Mission:** The Pebble Tossers mission is to engage and equip youth to lead through service.

### **Supervisor Accessibility:**

Interns work directly with the Executive Director. Whether through email or in person, the senior team is available to clarify questions necessary to complete a project. The Executive Director hosts staff meetings once a week to bring the team together to discuss weekly goals and accomplishments.

Hours expected: 15 to 20 hours a week. Internships for 2020 will be mainly virtual due to COVID-19 pandemic. There will be opportunity to meet in-person at our offices.

### **Build Life-long Skills:**

At Pebble Tossers, we focus on building skills that you can apply for a lifetime, including: communication, leadership, presentation, project management, resiliency, personal flexibility and technology. Through meaningful work, interns will:

- Learn how to think critically and act logically to solve problems and make decisions
- Develop leadership skills through taking ownership and responsibility of projects
- Learn how to develop a positive attitude toward change

### **Responsibilities:**

- Rewrite and write passionate promotion messaging geared toward donors
- Write compelling call to action membership content
- Research available and applicable grants
- Research and apply for Corporate Giving Programs.
- Maintain spreadsheet outlining grantor requirements and application deadlines
- Assist in compliance and reporting requirements for grantors/funders
- Draft full grant proposals for submission
- Write compelling nonprofit documents in preparation for grant
- Write articles for eNewsletter and blog
- Research news items and articles that relate to Pebble Tossers mission and underscore the importance of our mission

### **Qualifications**

- Send two writing samples
- Send specific examples of how your background and experience meets the required skills and/or desired skills
- College student, College Graduate student and beyond
- Excellent oral and written communication skills
- Personal qualities of initiative, organization, completion, self-motivation, reliability, flexibility, curiosity, energy and collaboration
- Ability to work with a range of people and show sensitivity to individual differences
- Prefer challenges that involve communication, are people-oriented, promote networking and socializing, and include roles that call for imagination.
- Commitment to the mission of igniting a passion for volunteerism in youth
- Availability to work an occasional evening and weekend as needed

Please email resume and cover letter to Jen Guynn - [jguynn@pebbletossers.org](mailto:jguynn@pebbletossers.org)  
[www.pebbletossers.org](http://www.pebbletossers.org)