

Connections of Central New York Inc.
518 James Street
Syracuse, NY 13203

Job Title: Grants Coordinator Part-Time Internship

Department: Connections of Central New York Inc.

Reports To: Director

FLSA: Unpaid Internship

Position Summary:

This Internship position requires 20 hours per week at the agency office. The Grants Coordinator Intern will be responsible for identifying, researching, and assisting in the preparation of grant opportunities for Connections of Central New York Inc. This agency is a non-profit 501c3 organization that provides progressive services for people with developmental disabilities.

Duties:

Under the guidance and direction of the Director, the Intern will perform the following tasks:

- 1) Identify grant opportunities and seeking out requests for proposals utilizing the internet and library resources.
- 2) Investigate the requirements for each opportunity identified.
- 3) Create and maintain an organizational structure for grants with regard to their current status.
- 4) Assist Director with application and follow up matters regarding grants.
- 5) Other miscellaneous duties as assigned by the Director.

Qualifications:

Belief in, and commitment to advancing services for people with developmental disabilities. Ability to work in a highly confidential nature. Computer skills required. Prior grant research and or writing experience is helpful. You must have no restrictions in lifting, bending, standing or sitting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Excellent opportunity for Grad student or motivated senior.

To be signed at Internship Acceptance:

I have read the above job description and have received a copy of the personnel handbook. These have both been reviewed with me and I find them acceptable conditions and expectations for my internship. I understand that as a new Intern my Internship performance will be evaluated based on this Intern description. I understand that the evaluation will be completed by my supervisor with peer input from staff who work closest with me. I understand that this signed statement will be made a part of my Internship file.

Intern's Signature _____ Date _____

Executive Director _____ Date _____

Witness _____ Date _____