



Grants Research and Management Intern

About Capital Roots:

Capital Roots is a 40-year-old private non-profit organization working to reduce the impact of poor nutrition on public health in the Capital Region. We organize 51 community gardens in four counties; improve access to healthy food through our mobile produce markets and healthy stores program, offer nutrition and horticulture education for all ages, and coordinate urban greening programs in local municipalities.

Position Description:

Working with the Capital Roots' Grant Writer, the Grant Research and Management Intern will gain valuable hands-on experience in all aspects of non-profit grant work. This is a part-time, unpaid internship for 5 to 10 hours per week.

Duties include but are not limited to:

- Assist with grant tracking and reporting
- Update grants database, including grant submissions, reporting deadlines and outcomes
- Research important demographic and health data used in grant writing
- Research grant opportunities and track grant prospects
- Assist with grant writing

Qualifications:

- Advanced standing undergraduate or graduate level students in public policy, public administration, grants development or other related areas of study
- Strong research, writing and organization skills required
- Flexibility and ability to work independently are critical
- Commitment to the mission of Capital Roots

Send cover letter and resume to:

Amy Stock, Grant Writer
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