



# Internship Opportunity

## Grant-writing Intern

- Description:** Intern will be an integral part of Skatepark of Baltimore's grant-writing team. The team obtains and maintains grant funds for skatepark construction and administrative costs.
- Responsibilities:** Research grant opportunities and find appropriate matches for SoB;  
Create a calendar of grant deadlines and timeline for grant-writing;  
Compose and edit grant applications;  
Research and create fact sheet for grant-writing reference;  
Compose and edit progress reports for existing grants.
- Qualifications:** Exceptional writing skills;  
Grant-writing experience or willingness to attend professional training;  
Regular access to email;  
Experience with or willingness to learn Google Docs;  
Knowledge about Skatepark of Baltimore is preferred but not required- intern will receive a thorough formal introduction to the organization.
- Time:** Intern should be prepared to spend about 5 hours each week. However, evaluation will be milestone-based, so an efficient worker may be able to spend less time. Intern will work from home at his or her convenience. This position will last 3 months with the possibility for longer.
- Evaluation:** Intern will meet bi-monthly with the President to develop goals and evaluate progress. Intern will be supervised primarily by the President, but also the rest of the Board of Directors.
- Benefits:** This position does not pay a salary, but it can be structured so that a student may receive school credit or service learning hours. Other benefits include resume experience, the opportunity to get letters of recommendation for school or work, the chance to network with Baltimore's non-profit and municipal sector.
- To Apply:** Please submit a resume and/or letter of interest explaining why you would like this internship. Also be prepared to submit a sample to show your writing skills. All materials should be sent via email to Volunteer Coordinator Amy Peyrot at [Amy.Peyrot@gmail.com](mailto:Amy.Peyrot@gmail.com)