



WE International Inc.

## **Intern Position Description**

**Focus area: Grant Writing and Fundraising**

### **Description**

The WE International communications intern will work with WEI staff to research, and apply for grants in accordance with WE International's mission as well as help find new ways to fundraise for WE International. The intern in this position will need to utilize strong critical thinking skills, self-initiative, creativity, ability to work on a team, and strong writing skills. Below are some responsibilities of the intern in this position. This is not a completely comprehensive list, as it is likely that some responsibilities will not be as pertinent and additional responsibilities will emerge as your work progresses.

### **Responsibilities**

- Develop, implement, schedule and track all grant applications
- Research new grants to apply for depending on current needs
- Evaluate current organization needs to search and apply for grants
- Convey our mission and passion for the WE International work in professional writing
- Manage all grant communications
- Understand the grant application process