



Grant Writer Internship – Reno Bike Project

Internship Start Date: February 23, 2016

Internship End Date: May 6, 2016 (extension is possible if desired)

Internship Supervisors: Noah Silverman and Genevieve Parker

Supervisor Contact Information:

541 East 4th Street, Reno, Nevada 89512

Telephone: 775-323-4488

Email: genevieve@renobikeproject.com and noah@renobikeproject.com

Website: www.renobikeproject.com

Hours: 110

Internship Hours: 10 unpaid hours per week for the remainder of Spring Semester 2016

Schedule: TBD, flexible

Reno Bike Project Mission:

Reno Bike Project (RBP) is a 501(c)(3) non-profit community bicycle shop and resource for the Truckee Meadows committed to creating a nationally recognized, cycling-friendly community through education, cooperation and advocacy.

Primary Internship Duties:

- Write or update Letters of Intent (LOIs), Cover Letters, and corresponding documents for foundations and grant programs
- Compile and send complete applications
- Record grant submissions and status
- Research new grants and funding opportunities
- Maintain and update the 2016 Grant Calendar
- Assist the Program Director

Qualifications:

- Currently enrolled, part-time (or more) college student seeking a degree in English, Administration, Writing, or Non-profit Management
- Sophomore status or higher
- Familiarity with grant writing or business writing
- GPA of 3.0 or above

To apply, submit your resume, cover letter, and three professional or academic references to genevieve@renobikeproject.com or in person.

This position is available to all, without regard to race, color, national origin, disability, age, sex, gender, sexual orientation, political affiliation, or religion.