



Grant Writing Intern Position Description

The Florida Springs Institute (FSI) is looking for a dedicated and responsible individual to fill the position of "Grant Writing Intern" from **August 28, 2017, through November 17, 2017**. During this time period, interns are expected to provide 10 hours (approximately 2 days) per week of assistance to FSI staff at our office located in High Springs and/or remotely from home. This position is unpaid.

As a Grant Writing Intern, you may be asked to complete the following tasks and objectives:

- Researching and identifying grants and funding sources for various springs-focused projects;
- Gathering the information and requirements needed to complete grant applications and funding requests;
- Drafting grant applications and funding requests for review and submittal by FSI staff; and
- Tracking submitted grant and funding requests, and providing status updates to FSI staff.

These tasks will be completed under the direct supervision of FSI staff. Upon successful completion of the internship, as determined by your supervisor, you will receive a recommendation letter from FSI Executive Director, Dr. Robert Knight.

An ideal candidate will:

- Be organized and able to meet set deadlines;
- Be able to productively work from home and at the FSI office;
- Be comfortable communicating with others in person, by phone, or by email;
- Have completed some college coursework in English, creative writing, and/or communications, and
- Have a passion for springs and their protection and restoration.

All candidates **MUST**:

- Provide their own transportation when working at the FSI office; and
- Have access to a laptop that can be used throughout the internship period.

Interested candidates should email a cover letter that addresses why they are interested in this position and why they would be a good addition to the FSI Team, as well as a copy of their resume, to FSI Associate Director, Heather Obara, at HObara@FloridaSpringsInstitute.org.

Applications will be accepted for this position through July 31, 2017. Applicants may be asked to attend an interview with FSI Associate Director, Heather Obara, any time between August 1, 2017, and August 15, 2017.

If you have any questions about this position or another internship position available with FSI, please contact us at (386) 454-2427.