Grant Writing Intern Description

**Job Title:** Grant Writing Intern

**Time Commitment:** 10-15 hrs per week

**Compensation:** This is an unpaid internship

**Timeframe:** \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_

**Company Overview**

Ho‘ōla Nā Pua (HNP) is committed to the prevention of child sex trafficking and to providing a new beginning for children who have been sexually exploited. Our vision is to provide children who are rescued or escape from the abuse of sex trafficking with a path to restoration and healing from trauma, an increased sense of self-worth, and the confidence and ability to successfully reintegrate into their family and community.

**General Description**

HNP is looking for a self-motivated individual to work with the Programs Department to locate and write grant proposals to secure funding for expansion and program development. The grant writing intern would also be responsible for creating a calendar of available grants and deadlines for the upcoming year. This is an excellent opportunity to gain experience working with professional staff in an enthusiastic, community-based, non-profit human services organization.

**Qualifications**

* Previous grant writing experience preferred but not required
* Candidate must demonstrate excellent writing and research skills
* Background knowledge of sex trafficking is preferred
* Background knowledge of the State of Hawaii is preferred
* Proficient in basic computer programs: MS Office, Internet, etc.

**Skills**

* Strong communication and organizational skills
* Ability to work proactively within a team as well as independently
* Self starter, able to think creatively to solve problems

**Benefits**

* Ability to grow a portfolio of writing samples
* Experience with a variety of funders and requirements
* Flexible schedule for students

To apply, send a cover letter, resume, and writing sample to [volunteer@hoolanapua.org](mailto:volunteer@hoolanapua.org). No calls please.