



## Grant Research Intern

### About Next Bites

Next Bites is a registered 501(c)(3) charitable organization: we empower members of the foodservice industry and dedicated diners alike to reduce our collective footprint, bolstering the health of our planet and its people. Through partnerships, events, and online educational materials, Next Bites educates the public and foodservice industry professionals about sustainable seafood, environmentally preferable and humane food, food labeling, waste reduction, and third party certifications to identify preferable products and services.

### Position Overview

Next Bites is seeking a highly skilled Grant Research intern to assist in locating potential grants. The intern will research grants, contact information, and important application dates. There is a possibility for the intern to assist in grant writing. In addition to directly reporting to the Program Manager, the Grant Research intern works collaboratively with all Next Bites staff regarding projects. The internship requires 8-10 hours per week commitment with the opportunity for remote work.

### Key Responsibilities

- Conduct thorough research of potential grants
- Build out timeline of important dates and deadlines for applications
- Create a spreadsheet including important contact information
- Communicate findings with Next Bites staff
- Opportunity to participate in grant writing, depending on workload and timing

### Skills & Qualifications

- In progress degree in Environmental Studies or similar area
- Excellent research skills; being able to approach the research from multiple different angles
- Competent with Google products, Microsoft Office, and various image editing software
- Proficient at concise, persuasive written communication
- Detail oriented for recording information accurately

### Preferred Skills and Qualifications

209 West Ohio Street, Suite 300  
Chicago IL 60654  
NextBites.org  
@NextBites



- Interested in foodservice sustainability, environmental conservation, and/or nonprofit operations
- Ability to think quickly and troubleshoot as problems or issues arise
- Self-guided with the ability to work independently and with a team

## Application Information

Please send resume and contact letter to Carly Schulman at [Carly@nextbites.org](mailto:Carly@nextbites.org) with “Fall Grant Research Intern” as the subject line.