Job Title: Grant Writing Internship
Start Date: May 1, 2021
End Date: December 23, 2021
Compensation: Unpaid
Location: Remote
Website: https://www.lwhome.org/

About the Organization
Long Way Home is a 501(c)3 that envisions communities equipped to innovate and act responsibly in the face of local and global challenges. Through promoting green building, employment, and education, Long Way Home mobilizes people to actively participate in democracy and create innovative pathways to economic and environmental justice.

Since 2009, the focus of the organization has been on building an 18-building green-designed campus in San Juan Comalapa, Guatemala. We’ve used more than 450 tons of trash and over 15,500 tires in our construction so far! On the campus, we serve 140 K-11 students who study a curriculum that integrates project-based learning and the green building process to cultivate employability and democratic participation skills for a 21st century, climate-stressed world.

In addition to education, we train and employ local green builders who carry out our many green construction projects in Comalapa and throughout Guatemala. In 2020 this team will be focused on completing the school campus, beginning construction on volunteer housing next to campus, and completing a variety of partner projects in other areas of Guatemala.

About the Job
As a grant writing intern for Long Way Home, your primary responsibility will be to assist with the identification of appropriate grantors and the execution and submission of grant requests. Long Way Home is a newcomer to the grant-writing process. In order to continue this work, we need interns capable of researching funding opportunities within fixed guidelines, initiating and maintaining contact with foundations and writing grant drafts for eligible funding. This would require an intern with strong research, writing and analytical skills. The Grant Writing Intern would be working on a Grants team of two Long Way Home staff, creating a supportive and collaborative learning and working space.

Internship tasks include, but are not limited to:

- Prospect identification, research, proposal development and writing in conjunction with the Nonprofit Development Director
- Accurate and timely production of first draft proposals
- Initiate and maintain relationships with grantors
- Track and document communications
- Ability to prioritize and work well under deadline
- Research potential major donor prospects
Qualifications:
- Previous experience in research and/or grant writing preferred.
- Understanding of or prior work/volunteer experience in a non-profit organization is a plus.
- Excellent writing, verbal, proofreading, editing, and organizational skills.
- Computer aptitude and Microsoft Office experience required.
- Good attitude, team player, motivation to help out and be flexible.
- A self-starter (comfortable working with little direct supervision).

Educational Objectives:
The following objectives guide the design of this internship:
- Gain real-world experience in grant writing
- Become well-versed in the methods and applications of green design and building
- Understand why and how green design should be made accessible in low-resourced and climate stressed communities
- Gain insights into opportunities, risks, and limitations for achieving quality education, economic justice, and environmental health in marginalized communities
- Proficiency in writing professional reports to address identified challenges and provide workable solutions
- Develop skills and competencies that transfer to hypothetical future work situations

Academic Level
Junior, Senior, prospective graduate student, enrolled in graduate school, working on master's thesis, working on doctoral thesis, postdoctoral scholar

Area of Interest

Approximate Hours Per Week
10-15 hours/week

Compensation
- Upon successful completion of the internship, the intern is offered free admission (food excluded) to our month long Green Building Academy in March 2022. Lodging included unless the intern prefers to stay in a hotel or homestay. [https://www.lwhome.org/academy](https://www.lwhome.org/academy)
• Or up to four weeks lodging while participating in our volunteer program in Comala (food and transportation excluded). [https://www.lwhome.org/individual-volunteers](https://www.lwhome.org/individual-volunteers)

• Receive letter of recommendation from Long Way Home after successful completion of internship. Internship could be available for credit based on your institution’s guidelines.

**Documents Required** - Please email a **Cover Letter** and **Resume** to grace@lwhome.org by April 16, 2021.