

## Grant Assistant Position

World Medical Relief is currently seeking an intern to assist with grant proposal writing. This is an unpaid internship of at least 100 hours based at World Medical Relief.

### Qualifications:

Education: currently enrolled in or recently graduated from an accredited college

Skills/Abilities: This position requires strong research, writing, and analytical skills. The candidate should have excellent writing, verbal, proof reading, editing, and organizational skills. The candidate should be detail-oriented with strong communication skills and the ability to prioritize and work well under pressure in order to meet deadlines. Should be proficient in Microsoft Office.

Duties and Responsibilities: Duties include, but are not limited to:

- Assist with writing and submitting proposals
- Research and compile data that support grant requests
- Document and track research
- Research and identify available funding opportunities
- Generate required documents accompanying grant request

Applicants may send their letter of interest with a resume to

Josephine Jabara, Director of Development & Community Affairs

Email address: [jjabara@worldmedicalrelief.org](mailto:jjabara@worldmedicalrelief.org)