

The purpose of the internship:

Your role in this internship is essential in supporting AASI with acquiring program funding through grants, which directly impacts the sustainability of the organization. In this internship, you will play a vital role in assisting AASI in acquiring and maintaining funding by researching and applying for various opportunities, as well as craft how we communicate our program offerings to stakeholders. As the Grants and Art Education Intern, you will also work with AASI staff in ensuring we are providing arts related instruction using educational best standards and practices, with inclusion and accessibility in mind.

The duties and essential activities/job functions required:

Alongside AASI staff, you will be responsible for researching and applying for available grants and other relevant funding opportunities. Your duties include but are not limited to researching funding opportunities, applying for funding opportunities, grant writing, being the point of contact for grant providers, data entry/database management, and assisting in developing educational programming and related promotional materials.

Position Requirements:

- A minimum GPA of 2.5
- Junior or Senior class standing
- A field of study related to english, creative writing, communications, education, and/or nonprofit work
- Sincere interest in the arts
- Openness to inclusive and accessibility centered practices

Physical requirements:

- This position will require you to use a computer for hours at a time.
- This position will require reading paperwork and grant related materials for hours at a time.

Internship Details:

This will be discussed and determined based on course credit requirements and need at AASI. All training will be on the job, and come from your mentor and other AASI staff. You may be given further material on a as needed basis. This internship is unpaid at this time.

Supervisor:

Brian Bell will be your main contact and mentor for your internship. Brian Bell and other AASI staff will be carrying out the interview process.