



BOYS & GIRLS CLUB
OF PORTAGE COUNTY, INC.

Grants & Program Development Intern

Position Description

Organization: Boys & Girls Club of Portage County (non-profit, youth service)

Hours: Part-time, hourly (varies from 5-25 hours per week)

Location: Berard Center (941 Michigan Ave., Stevens Point) & Schierl Center (2401 Cedar Dr., Plover)

Reports to: Director of Grants & Program Development

Wage: Unpaid, unless eligible for the Pointers Connect Internship (PCI) or through approval of Work Study Partnership

*Interns must meet eligibility requirements for the Pointers Connect Internship (PCI) program to be hired and **RECEIVE PAY**. Requirements include currently enrolled at UWSP, Junior or senior status, 2.0 GPA or higher plus one of the following: 1st generation college student, Pell grant eligible, or non-traditional student.*

Position Summary: The Grants & Programming Intern will work closely with the Director of Grants & Program Development to assist with researching potential funding opportunities, preparing grant applications, and tracking grant-related deliverables. Additionally, the intern may assist with developing, implementing, and evaluating programming.

QUALIFICATIONS

Education & Experience:

- Currently enrolled in or recent graduate from a bachelor's or master's program in a related field (e.g., nonprofit management, social work, communications, etc.)
- Previous experience working or volunteering within the non-profit sector is preferred but not required

Physical Requirements & Work Environment:

- Active environment that requires the employee to be alert for several hours at a time
- Must be able to function in a fast-paced and noisy environment
- Some lifting and moving of moderately sized objects

Other Qualifications:

- Mission-driven and values-based
- Ability to work independently and as part of a team
- Strong organizational skills with attention to detail
- Ability to communicate effectively in written and oral forms
- Proficient in Microsoft Office programs, including Word, PowerPoint, and Excel
- Pass annual and ongoing background checks

PRIMARY RESPONSIBILITIES

- Research and identify potential grant opportunities that align with the organization's goals.

- Assist in drafting grant proposals and applications, including writing and editing content.
- Assist in creating budgets for grant proposals and programs.
- Maintain records of grant opportunities, applications, awards, and reporting deadlines.
- Ensure that all grant-related documents and program materials are well-organized and compliant with regulations and guidelines.
- Help with the preparation of progress reports and documentation required by grantors.
- Assist with grantor acknowledgment and stewardship.
- Help conduct needs assessments and research to inform program development.
- Collaborate with the program development and operations team to create new initiatives or enhance existing programming.
- Collect data on program outcomes and impact to support program evaluation efforts.
- Analyze data to assess the effectiveness of programs and make recommendations for continuous quality improvement.
- Help prepare program outcome and impact reports for stakeholders, including board members, funders, and leadership.
- Handle administrative duties, such as scheduling meetings, organizing files, and managing email correspondence.
- Complete other duties and special projects as assigned.

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: _____

Employee

Date

Printed Name: _____

Employee

Approved by: _____

Employer

Date