

Position Description

Grant Research Intern



What we're looking for (12-15 hours a week, fully remote, unpaid)

The Lansing Economic Area Partnership (LEAP) is seeking a Grant Research Intern to join its Department of Equitable Economic Planning. Interns will engage in a variety of equity-focused grant research efforts, such as exploring regional, statewide and national grant opportunities and assisting with grant application development. Project work will be jointly developed by LEAP's marketing department and each intern, with a focus on aligning work with individual fields of study and career paths.

In addition to specific projects, interns will attend LEAP board, staff, department and intern-specific meetings; will be encouraged to explore the field of economic development through conversations with LEAP staff; and will chronicle their experiences through blogging and social media.

What you'll do

- Research and compile information about regional, statewide and national grant opportunities focused on economic development, diversity, equity and inclusion
- Support grant application development including relevant research and data compilation to strengthen grant case
- Contribute to LEAP intern blog and social media
- Other projects mutually designed by LEAP marketing department and intern based on career objectives and area of study

What you need

- Currently completing a bachelor's or master's degree, or within one semester of completing an associate degree, in professional writing, English, women's and gender studies, African American studies, arts and humanities, economics or other related discipline
- Experience conducting ethnographic research and/or economic-focused research
- Exceptional writing (grantwriting a plus), research and organizational skills
- Knowledge of using social media channels for professional purposes
- Ability to work both independently and in a collaborative team environment
- Ability to maintain confidentiality of highly sensitive information

Questions?

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