# **Resource Development Intern - Grant Writer**

**Hours/week:** 20 hours per week, flexible scheduling

**Reports to:** Resource Development Manager

 **Location:** HaSharon 4, Tel Aviv

**\*Please note all ARDC internship positions are UNPAID. We do not provide accommodation, travel or health insurance**

**Organization and Program Background:** **Organization and Program Background:** The African Refugee Development Center is a grassroots, community-based non-profit organization that was founded in 2004 by African asylum-seekers and Israelis in order to protect, assist, and empower asylum-seekers in Israel. It has evolved over time to fit the ever-changing needs of the community, from its start as a shelter when asylum-seekers began arriving, to legal aid and rights empowerment, to language courses, and now, our biggest program is the Higher Education and Economic Inclusion program.

The purpose of the Education & economic inclusion program is to provide African refugees and asylum seekers access to opportunities to acquire educational, personal and professional skills and knowledge, which will help contribute to their social and economic development, and the ability to live life in line with their aspirations. Through the provision of support and guidance, outreach, grants and scholarships, non-accredited and accredited courses, The ARDC aims to widen and facilitate access to education. This creates a path for upward social and economic mobility and enables the process of integration and inclusion in the labor market.

In particular, the ARDC supports refugee and asylum seeker adults by providing access to educational programs, either through programs run at ARDC or educational institutions. Our programs including Language Courses, Pre-Academic Courses (such as GED & TOEFL), Individual assistance applying to university or other institutions/scholarships, professional development workshops & assistance, and skills-based courses (such as coding). We also support students through the ARDC Tutoring Program.

**Scope of Position:** The Resource Development Intern - Grant Writer will work closely with the Resource Development Manager in assessing project needs, collecting and analysing monthly data, and the initial drafting of grant proposals. The Grants Intern will also work closely with the ARDC project managers in the initial planning and writing of new programs for potential funding, and will keep track of the funding cycles.

**Main Responsibilities:**

* Conduct preliminary research on new and relevant donors
* Consolidation of monthly data for reporting
* Creation of Letter of Interest (LOI) Template
* Drafting initial grant proposals
* Meet and coordinate with ARDC focal points on upcoming grants

**Skills, Knowledge, Abilities:**

* Comfortable working with refugees and asylum seekers from a variety of backgrounds, including those with limited formal education and/or literacy skills
* Fluent English is mandatory, Hebrew is an advantage.
* Excellent writing skills are a must
* Think independently and think on your feet.
* Ability to work both independently and as part of a team
* Responsible, flexible, and dedicated
* Self motivated, and deadline oriented

**Please complete this** [**Volunteer Form**](https://docs.google.com/forms/d/e/1FAIpQLSdWp5ryW_b6f1b6dbiJFj30esxBY0pRLYvK-JCoUkHPujI2lg/viewform?entry.111424911&entry.1574129228&entry.1533706021&entry.530680246&entry.1143484277&entry.1523055713&entry.302101286&entry.2039872333)**, including your resume. For questions, please email info@ardc-israel.org**