



**Position:** Grant Writing Intern

**Start Date:** Ongoing Basis

### MISSION

Tapestri is dedicated to ending violence and oppression in refugee and immigrant communities, using culturally competent and appropriate methods. As advocates for immigrant and refugee families affected by domestic violence, sexual assault and exploitation, Tapestri is committed to using education, community organizing, direct services and advocacy to improve the lives of those it serves.

### DESCRIPTION

Tapestri's grant writing intern will assist with data research/analysis and writing pieces of Tapestri's grant writing. Their work will help survivors of domestic violence and human trafficking and raising the profile of Tapestri among potential individual, foundation, and corporate donors. This is an unpaid position, but you will incur no out of pocket expenses, and educational course credit can be arranged.

### RESPONSIBILITIES

- Learn about Tapestri's domestic violence, human trafficking, and unaccompanied minors programs; delve into Tapestri's current mission and vision.
- Research and analyze current statistics related to Tapestri's mission, vision, and scope of work; data must have proper sources cited
- Compile research into a well-written document, tailored to represent Tapestri's current work, as assigned by Tapestri's Development Coordinator
- Work with the Development Coordinator to develop campaign letters, requesting in-kind donations from businesses, during relevant time periods (such as before our bi-annual appeals, Live Without Fear gala, Domestic Violence Forum, Human Trafficking Forum, Mother's Day, and interpreter trainings)
- Utilize researched data and create social media, campaign letters, and other development materials advocate Tapestri's work

### QUALIFICATIONS

**Required:**

- Clear background check
- Complete 40 hours of online training
- Familiarity with Microsoft Office
- Proficient in English, strong writing skills, and attention to details
- Commit 10-20 hours per week to this position; this position is remote-work friendly, however, communication skills is mandatory. Weekly check-in with Development Coordinator is required.

**Preferred:**

- Experience with Grant Writing
- Passion for helping survivors of domestic violence and human trafficking

### APPLICATION PROCESS

Please apply through our volunteer portal at <https://tapestri.org/volunteer>