



Peace Development Fund Grant Program Intern

The Peace Development Fund in Amherst, MA is a public foundation that works to build the capacity of community-based organizations through grants, training and other resources as partners in the human rights and social justice movements. If you're looking for a rewarding position in a dynamic, successful and progressive organization providing capacity building for grassroots groups and helping to raise funds, come to PDF. Interns will work collaboratively with other interns and with PDF staff to support PDF's program responsibilities. Internship workplans will be developed to best fulfill both PDF's programmatic needs and the interests of interns.

Position Summary and Responsibilities:

Our Grant Program interns will work primarily on our Community Organizing Grant cycle and will have the opportunity to learn about community organizing principles, read grant applications from a wide range of organizations across the country, research best practices, and give input on eligibility of applications.

Interns will be responsible for:

- reviewing grant applications for compliance,
- evaluating applications in accordance with PDF grant guidelines,
- researching grant opportunities and writing grant proposals,
- attending weekly/biweekly check-ins with PDF staff and other interns,
- other work as assigned.

Qualifications

- Experience working collaboratively on projects.
- Strong written communication skills.
- Experience performing research.
- Knowledge of social justice issues or grassroots organizing.

Schedule

- Fall, Spring, or Summer semester
- 15-20 hours per week (flexible schedule)
- Remote or hybrid

How to apply

Please send resume and cover letter by 9/15, 1/6, or 5/15 to Sophia Trifone at sophia@peacefund.org