



Clínica
Monseñor Oscar A.
Romero

Nonprofit Grant Writing & Development Internship

Type: Internship | **Location:** 123 S. Alvarado St., Los Angeles, CA |

Application Deadline: Ongoing until position is filled

Overview

This internship will be rigorous and demanding, but will provide an unparalleled opportunity for personal and professional growth as well as leadership skill building. This is a great opportunity to see and experience firsthand what is involved in the administration of a Federally Qualified Health Center (FQHC).

Responsibilities

- Work closely with the Development Director, attend departmental meetings, and functions as part of the administrative team. He/She will be responsible for various projects based on the needs of the department and interests of the intern
- Assist with developing Letters of Intent (LOIs) and grant proposals to acquire federal, state, county and private foundation funds
- Assist with fostering collaborative relationships with partner agencies, local elected officials and foundation personnel
- Devise new and innovative strategies for fundraising to support CMOAR's programs and services
- In addition to gaining practical community health experience, the intern will incorporate core organizational values of professionalism with an emphasis on teamwork, kindness, compassion and quality of service at all levels

Eligibility: Undergraduates, recent college graduates or experienced young professionals

Qualifications

- Motivated, outgoing self-starter, outside-the-box thinker, natural team player
- Exceptional communication and writing skills, strong work ethic, and genuine desire to work in a community health setting
- Ability to organize multiple tasks and responsibilities while maintaining efficiency
- Must be resourceful and capable of working with minimum supervision
- Fluent in Spanish preferred

Time commitment: Minimum of 15 hours per week; minimum of 3-month commitment, with 6 months desirable.

Compensation: This is an unpaid position. There is opportunity for school credit if allowed by the college/university of applicant.



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