



MSW Administrative Intern:

Duties:

- Assemble weekly board reports to Board of Directors.
- Serve as ROSMY representative for Central Virginia Rainbow Partnership by attending monthly meetings and identifying opportunities for collaboration with other local organizations.
- Lead monthly grant review meetings with contract grant writer and development director.
- Assist contract grant writer as needed with research, editing, and finalizing grants.
- Create topic papers and line budgets for future funding opportunities with youth programs coordinator and development director.
- Lead implementation of research assessment tool for Institute for Equality training and continuously gather and analyze data for grant and funding purposes.
- Assist development and marketing director in managing and coordinating Institute for Equality trainings.
- Gather and compile data on CRISIS distribution response and feedback for grant and funding purposes.
- Assist executive director in promotion of the Institute for Equality training and CRISIS package by identifying key community partners and establishing and maintaining relationships with stakeholders.
- Present ROSMY information and materials to a variety of community groups.
- Serve as spokesperson and advocate for ROSMY at community events.

Requirements:

- Ability to work independently with little supervision.
- Ability to multitask and progress on multiple projects at one time.
- Self-directed and takes initiative.
- Exemplary time management skills.
- Proficiency with Microsoft Office programs including Word, Excel, and Outlook.
- Strong oral and written communication skills.
- Interest and/or experience working with LGBTQ persons.

Preferred qualifications:

- Experience in grant writing.
- Experience in conducting qualitative and quantitative research.
- Comfortable presenting information to large groups.
- Individual able to work some evenings and weekends.
- Individual with own form of transportation and able to travel (gas reimbursement available).

This position reports directly to the Executive Director. Attendance at ROSMY events is not required but strongly recommended.

April 9, 2010