



empowering young people to
own their economic success®

Grants Data and Research Internship

Junior Achievement (JA) is a non-profit organization created to help students achieve their fullest potential! JA works with students grades K-12 in Lake, Lorain, Geauga, & Cuyahoga counties. We empower students to own their economic success by providing them with the skills needed to succeed in a global economy. Our volunteers deliver experiential, hands-on programs in local schools focused on three pillars - financial literacy, entrepreneurship, and career-readiness. JA helps kids avoid a life of poverty, achieve their educational goals and find careers where they will excel.

Internship Description

The Grants Data and Research intern will help the JA staff complete tasks necessary for the success of our Pre/Post Surveys, research grant opportunities, create initial drafts of grants, and other projects as they are needed. The Intern will gain a greater understanding of Junior Achievement's mission while applying their knowledge base to grant-based data gathering, analysis, research, and writing, and will also have the opportunity to contribute their own ideas to help the team thrive.

Specific Duties Include:

- Create and Collection of 19-20 Pre/Post Survey data
- Process 18-19 and 19-20 school year Pre/Post Survey data entry
- Analyze past data for relevant data-points that can aid us in our grant-writing
- Identify and research local foundations we are currently not working with
- Create the first drafts of new/renewal grant proposals

We are seeking an intern looking to build their resume with hands-on experience in grant writing, data, and research. The internship is unpaid, but scheduling is flexible during weekday business hours.

Skills required:

- Excellent written communication skills and follow-up
- Detail and customer-service oriented
- Ability to work independently or in group settings
- Proficient in the use of the Microsoft suite of products
- Creative and collaborative approach when working on projects
- Preferred majors: Nonprofit Administration, Business, Public Relations