

## Grants and Compliance Internship

*Location: Waterloo*

**Reports to:** Grants Manager

**Status:** Unpaid Internship



### Internship Summary:

The Grants Intern will work closely with the Grants manager to ensure programs are following guidelines and funding requirements.

### What You Will Do:

- Assist in the grant management process (auditing, preparation of materials, etc.)
- Assist with grant research and identify grant application opportunities
- Assist in the grant writing process (proofread, preparation of materials, conduct research, etc.)
- Research on best practices in the homeless and victim services field
- Complete assigned to dos and task for grant compliance
- Collect and report data for grant reporting and outcomes
- Assist with reviewing current and future FOF policies and procedures

### Internship Requirements:

- Demonstrate FOF's 5 core values: People First, Discover & Do, Equity and Inclusion, Grit
- Believe in our 10-year vision: Everyone Has a Home
- Respect the confidentiality of clients receiving services through FOF and donors
- Exhibit a belief in non-violence and willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking or other violent crimes and homelessness in a non-discriminating manner
- Ability to pass a criminal background check
- Ability to complete Victim Counselor Training, Empower DB training, Confidentiality, Housing First Trainings

### Internship Qualifications:

- Recommended for students looking to complete a 100-200 hour internship
- Attending college for a degree in Family Services, Social Work, Counseling, Psychology, Communication, Education, Human Services, or another related field.
- Ability to complete university required service hours during normal office hours (M-F 8-4:30)

**For more information or if interested, please email Madison Gaffney, Volunteer Manager, at [madison@fofia.org](mailto:madison@fofia.org) with the subject line "Grants and Compliance Internship".**