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Project Citizenship Internship

Background:

Project Citizenship seeks to increase the naturalization rate in Massachusetts and beyond. We are a nonprofit agency that provides free, high-quality services to permanent residents to help them become U.S. citizens. Project Citizenship offers free workshops, eligibility screening, application assistance, legal referrals, and all materials needed to apply for U.S. citizenship. In addition, Project Citizenship works collaboratively with community-based partners in New England to provide a range of support services, civics instruction, application assistance, and ESOL classes. In 2019, Project Citizenship submitted nearly 2,000 applications for citizenship.

Project Citizenship is seeking a Grants Management Intern for the period of February to June 2021 to assist with the management of reporting and administration of our state grant program.

Job Title:

Grants Management Intern (unpaid/remote)

Location:

REMOTE

Key Responsibilities:

- Manage reporting and tracking for state grant through the Office of Refugees and Immigrants
- Maintain submission records and excel template to be submitted on a monthly basis
- Maintain program information and updates in the state's client portal to track progress of cases
- Assist with other tasks when assigned

Reports to: Development Associate

Length of Appointment:

February – June, 2020 (longer if desired)

The Development Associate will coordinate a specific schedule with the Development Intern

Qualifications:

1. Outstanding interpersonal, organizational, and communication skills
2. Excellent writing and research skills
3. Knowledge of MS Office programs
4. Ability to work well with people of diverse backgrounds and commitment to equity
5. Capability to work independently and within a team setting
6. Strong willingness to take initiative and be creative
7. Knowledge of virtual platforms for meetings and events desirable
8. Experience with Salesforce or similar CRM software desirable

Support Provided:

Orientation for this position will be provided. In addition, the Program Managers will be available on an ongoing basis to answer questions and provide other assistance and trainings as needed. This is an unpaid internship.

How to apply:

Please e-mail your resume and cover letter to odiana@projectcitizenship.org.