

# Join the Fund for Santa Barbara's Grantmaking & Youth Making Change Efforts

## Overview

The Fund for Santa Barbara's Grantmaking and Youth Making Change Intern will provide administrative and technical support to the organization's grantmaking administration and youth-led philanthropy and leadership program.

## Requirements:

Individuals will ideally have the following:

- A strong commitment to the mission of the FUND.
- Previous administrative experience, or the ability to learn.
- Strong computing skills, including fluency in Word, Excel, or the ability to learn.
- Ability to manage multiple deadlines and thrive in a fast-paced, highly social environment.
- Experience working with diverse populations.
- Ability and desire to learn new technology and incorporate it into the FUND's operations as appropriate.
- *Preferred but not required:* Previous non-profit and/or community organizing experience
- *Preferred but not required:* Experience working with youth

Training will be provided to support the Grantmaking & YMC Intern in their work.

## Responsibilities include:

- Processing grant applications
- Sorting, filing, scanning, and copying
- Helping field grant applicant inquiries
- Attending application screening meetings
- Answering phones
- Coordinating site visit interviews
- Supporting administration of the Youth Making Change program

## Monthly Stipend:

We offer a sliding scale stipend based on the average number of hours you work per week. Here is the formula: 20 hours / wk = \$200 / mo \* 15 hours / wk = \$150 / mo \* 10 hours / wk = \$100 / mo. For example, if you average 15 hours per week for four weeks, your monthly stipend is \$150. We can pay monthly or offer the lump sum at the end of your internship.

**We want this to be an exceptional learning experience for our interns.** Interns will also have an opportunity to attend events in the community and an array of FUND events like Bread & Roses, Capacity Building Workshops, staff meetings, Grant Award Parties, and more.

**To Apply:** Contact Stanley Tzankov, Communications Manager:

[Stanley@fundforsantabarbara.org](mailto:Stanley@fundforsantabarbara.org) / 805-962-9164

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