



GLOBAL GREENGRANTS FUND  
Where change takes root

## Grants & Program Internship

Global Greengrants Fund seeks a qualified and motivated volunteer intern to assist in the Grants Management/Program Department. Interns are typically undergraduate or graduate students who can commit a minimum of 10 hours/week and have an interest in women and climate, international development, environmental issues, philanthropy, and social justice. Internships can be completed for academic credit if this is part of your program of study.

### Overview

Global Greengrants Fund is the leading environmental fund that supports grassroots action on a global scale. Through small grants (typically up to \$5,000) we invest in local leaders and communities to:

- Protect people and the environment;
- Restore places and ways of life that have been harmed; and
- Transform the systems and ways of thinking that created these problems in the first place.

Our ultimate goal is to create a sustainable future in which all people live with dignity and in harmony with the environment. In nearly 25 years of grassroots action, Global Greengrants Fund has provided over 11,000 grants in 168 countries, worth over \$71 million.

### Major Responsibilities and Requirements

Intern will assist with program planning, research and evaluation, grant making due diligence process, work with international advisory boards for ongoing projects, and will provide other assistance to Development, Programs, and Grants management teams.

- Bachelor's degree (in process) or graduate student in a relevant field
- Some knowledge of non-profit organizations and an interest in philanthropy, environmental justice and international development issues
- Some work or volunteer experience, preferably in a nonprofit or international setting

### Preferred Qualifications

- Good research and writing skills
- Good organization skills
- Good command of Word, Excel, preferably some database experience
- Understanding of environmental and social justice issues
- Knowledge of foreign languages

### Start Date, Compensation, Hours

This is an **unpaid** position, with a minimum commitment of 10 hours/week. **If interested in applying, please send resume and cover letter to [info@greengrants.org](mailto:info@greengrants.org).** Please indicate "Internship" in subject line of the email.