



GRANTS INTERN

Salary: Unpaid

Reports to: Director of Grants

Position Overview

Help in all aspects of the Grants Department including pre-application research, stewardship of relationships, grants administration, and communications.

Key Responsibilities

- Assist in the research and identification of foundation and government grant sources
- Assist in tracking the grants process by maintaining files and other administrative tasks
- Support both the pre-award planning process and post-award reporting process, as needed
- Help facilitate communications with internal and external clients
- Assist in maintaining good communications with other departments, to better research potential targets for grant-seeking appeals.
- Provide support to other members of the External Affairs team as assigned
- Other duties and responsibilities as assigned

Preferred Qualifications and Experience

- Strong facility in web-based research is a must. Proficiency in Microsoft applications, specifically Word and Excel, is a must. Good writing and organizational skills are mandatory, as is an interest in youth education
- Must be majoring in Public Policy, Development, Non Profit Management, Museum Studies, English or related field

Work Culture at a Glimpse

Schedule

This is a part-time unpaid position. The ideal candidate must be available to work evenings and weekends as special events require. 15-20 hours a week is mandatory completing a total of 200 hours.

Travel

This position may require occasional travel in the greater Metro region.

Environment

Liberty Science Center is located in a beautiful waterfront state park in Jersey City, New Jersey. Not only is Jersey City easy to get to from any points in Northern NJ and Manhattan, but it also holds the title of the most diverse city in the United States. Employees have access to free parking, the Hudson-Bergen Light Rail, and the NJ Path train. In addition, all employees have access to an on-site café, a terrace with stunning NYC views, and on-site yoga.

Physical Demands

While performing the duties of this job, the employee must be able to stand for long periods of time while working with staff on museum floor to prepare for events or fill in for staff on the floor. The ability to lift 30 pounds is required. The position requires frequent visits to the museum floor (walking on concrete floors, climbing stairs, etc) and outdoors (walking on uneven ground, exposed to the elements), tolerating high levels of noise, and extensive public speaking, sometimes in noisy environments.

Benefits

- 25% discount in LSC gift shop
- 25% discount in on-site cafeteria
- Six free exhibit & theater passes after 100 hours of volunteering
- \$75.00 travel reimbursement once a year
- Volunteer Recognition dinner
- KUDOS rewards program

To apply:

Please visit our website and apply online at: <https://lsc.org/index.php?cID=631> After you apply, please submit a resume and cover letter highlighting why you are a perfect fit for this position to intern@lsc.org.

Liberty Science Center is proud to provide an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, genetics, gender identity, or veteran status and will not be discriminated against on the basis of such characteristics or any other status protected by the laws or regulations in the location where we operate.

LSC actively supports Americans with Disabilities Act and will consider reasonable accommodations.

To find out more, visit lsc.org or follow us on Facebook, LinkedIn or Twitter.