



Position Available

Grants Staff Intern

Part-time Position (up to maximum of 20 hours/week for 16 weeks)

Salary: \$12.00/hour

To apply: All applicants must apply by submitting resume to Mitch Loomis at mloomis@etdd.org or Tim Hendrick at thendrick@etdd.org

RESPONSIBILITIES

Under supervision of the Director of Economic and Community Development and the Grants Planning staff, an intern performs administrative work to support the Grants Program of ETDD specifically related to COVID response across the 16-county region. Responsibilities may include but are not limited to assisting with data collection from 16 county and 56 municipal governments; assisting with developing and writing Parks & Recreation Systemwide Master Plans; assisting communities and eligible entities with registering with Grants.gov website and SAM system; compiling data for Solid Waste Annual Progress Reports; assisting with grant administration; and assisting with grant writing tasks across multiple programs, including: ARC, CDBG, EDA, EDA-COVID, Tourism Grants, Parks and Recreation Grants.

MINIMUM REQUIREMENTS

Must be proficient with basic computer software including Microsoft Word, Excel, and pdf editing programs.

Must possess ability to work independently on tasks that require concentration and attention to detail.

Must possess personal computer and ability to work remotely as needed.

Must possess state issued identification and/or proof of citizenship or work visa.

East Tennessee Development District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.