Grant Writing Internship

Overview

Readeezy Literacy is seeking a dedicated and motivated Grant Writing Intern to work with staff in completing and submitting grant proposals. This role will involve researching and identifying potential funding opportunities, writing persuasive grant proposals, and collaborating with our team to align grant efforts with our organizational goals.

Who we are

Readeezy Literacy is a 501(c)3 non-profit organization that has created a digital library specifically designed for struggling teen and older readers to improve their literacy outcomes as well as social and emotional growth. Our books include the following features: age-respectful storylines at an accessible reading level; illustrations throughout; checks for understanding using gaming as stealth assessment; critical thinking/problem-solving questions; assessment of non-academic learning (e.g., relationships, empathy, identity).

About our Readers

Readeezy's target audience consists of struggling, disabled older readers; therefore, we focus on publishing high-interest, low-reading-level stories that have illustrations on every page. These types of stories are engaging for their age group and can be easily read and understood by them. Unfortunately, a lot of books that are accessible to struggling readers are tailored towards elementary students. Older students are not interested in the juvenile content of these books, which leads to them refusing to read, which leads to them continuing to struggle. Our vision is to create a digital library that will help them enjoy the activity of reading again.

Readeezy stories are 3500-4000 word stories written at a 3rd or 4th grade level with 5-6 chapters.

Read a sample of our books at readeezy.com

Qualifications

- Major in Philanthropy, Marketing, Communications, Public Relations or a related field
- Experience in grant writing, preferably for non-profits or similar causes (volunteer)
- Work experience with literacy interventions is a plus
- A personal interest in literacy, education, publishing, and/or EdTech
- Excellent research and writing skills
- A team player with excellent communication skills

- Detail-oriented and self-starter
- Proficient in components of Google Drive, especially Docs
- Able to commit 5-10 hours per week
- This internship is eligible for credit if approved by applicant's institution and follows all the requirements for this category.

Responsibilities

- Research and identify available funding opportunities related to literacy, education, and disadvantaged youth
- Draft, edit, and submit grant proposals
- Work in tandem with Readeezy staff to gather necessary information for proposals and ensure alignment with organizational objectives
- Regularly update and maintain grant database with information on submitted grants, tracking deadlines and reporting requirements
- Develop budgets for grant proposals with assistance from Readeezy staff

Learning Objectives

Students will:

- Refine their research skills on finding and identifying appropriate grant opportunities as well as how to begin the grant process.
- Acquire a better understanding of grant writing terminology, types of grants/funding, and grant information.
- Practice technical writing and engage in the collaborative and iterative process of wording, editing, proofreading, and formatting documents.
- Gain insight on the behind-the-scenes decisions that determine proposal acceptance and denial.

Credit

This internship is unpaid, but eligible for academic or course credit if approved by your educational institution. Students seeking this option should inquire with their academic advisor. Employers will work with the student and college advisor on achieving desired learning outcomes and completing all necessary paperwork. No more than 15 hrs per week. Accepting applicants for Summer, 2025. Please indicate the semester for which you are applying. Internship follows US Department of Labor internship guidelines and is in compliance with the following https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships

To apply, please send a resume, a cover letter, and relevant writing samples to Maria Cleary at maria@readeezy.com.