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## Grants and Program Experience Intern Job Description

<b>Job Title:</b> Grants & Program Experience Intern	<b>Start Date:</b> As soon as possible - Summer Term
<b>Reports to:</b> Grants & Program Experience Manager	<b>Wkly Hrs:</b> 40 hours a week (negotiable)
<b>Department:</b> Programs	<b>Salary:</b> \$15.59/hour, Non-exempt

### **Organization:**

The San Francisco Parks Alliance (SFPA) champions, transforms and activates parks and public spaces throughout the city. We believe everyone deserves a local, thriving and safe public space. When spaces are cared for, they unite citizens building stronger communities. We support public space community and advocacy groups. When communities do not have the resources to advocate for themselves, we are their advocates- we help them improve and maintain their public spaces. As we expand to serve even more public spaces and people, we are seeking someone to help grow our capacity.

If you're creative, forward thinking, enthusiastic, and interested in helping shape the future of parks in San Francisco, let's talk. We are a fun, communicative staff that thrives on teamwork, humor, and a passion to create new opportunities and outcomes for our Partner network in San Francisco.

### **Position Summary:**

This is an excellent position for anyone interested in nonprofit management, government grants, contract administration and working with successful community organizations. The Grants and Program Intern is responsible for assisting in managing and tracking reporting deadlines for all ongoing grants awarded to the Park's Alliance's Partners by the City of San Francisco. Partners are the community groups fiscally sponsored by SFPA. This will be done under the direction of the Grants and Program Experience Manager, who will submit completed reports to City agencies. Working with budgets and assisting community groups in meeting reporting requirements is a large portion of this work. The Intern will also assist in preparing the orientation packet materials, and detailing internal procedures, for all new Partners and participate in their orientation process. Additional administrative duties may be assigned within the department.

Additionally, this role will work with team members in managing the Partner Data Management System, and as needed with the Associate Director of Partner Experience, on event logistics and planning.

### **Principal Duties and Responsibilities:**

Grant Coordination- 80%

- Assist in the monitoring and collection of project invoices from community groups for grants
- Coordinate quarterly funding requests to ensure community groups receive city funds
- Coordinate with the Grants and Program Experience Manager and Finance team weekly to ensure timely checks to vendors
- Schedule meetings and correspond with community groups to ensure their grant requirements are met

Event Coordination & Photo Documenting - 20%

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- Assist the Associate Director of Partner Experience in logistics and agenda planning for Program Team events, including new Partner orientations
  - Assist the Grants and Program Experience Manager in planning Community Challenge Grant Workshops
  - Attend and assist in the coordination of some weekend events
  - Photograph grantee sites for city grant reporting

Other duties as needed or required as a member of the Program Team and as a part of SFPA.

Occasional evening/night/weekend work may be required and appropriately compensated.

**Supervision Received:**

This position will report directly to the Grants and Program Experience Manager and report to the Associate Director of Partner Experience for all relevant event work.

**Qualifications & Skills:**

At least two semesters of college-level courses must be completed. A short writing exam may be administered. Applicants interested in public administration, nonprofit management, and community development are encouraged. Experience with Word, Excel, and G-Suite is desired.

**How to Apply:**

Please submit a resume and cover letter to "jobs@sfparksalliance.org" with your full name and the position title in the subject line. Please note that a cover letter is required for your application to be considered. The deadline for submission is July 15th at 5:00 p.m. PT. SFPA is an equal opportunity employer and welcomes candidates of diverse backgrounds and life experiences.