

## Grants and Community Outreach Coordinator Internship

Mississippi River Cities and Towns Initiative – St. Louis, MO 63101

**Application Deadline:** April 10, 12:00pm

**Position:** 1 full-time/2 part-time Public Policy Intern(s), unpaid, coursework eligible, monthly travel stipend

## Job Purpose

### The Mississippi River Cities and Towns Initiative

**Our mission:** Protecting America's Greatest Natural Resource, the Mississippi River

**About Us:** Mississippi River Cities and Towns Initiative is 501(c)3 nonpartisan nonprofit Coalition of 75 of the 124 Mayors of the Mississippi River. The Mississippi River has long been the lifeblood of the American economy, and the greatest natural resource our nation has. Our Coalition of Mayors is dedicated to preserving and protecting this great waterway, its culture, and its heritage, while promoting growth within their regions. The Mississippi River taps a natural source of the longed-for integration of transportation, farming, industrial, municipal and environmental interests to launch lasting solutions to River management issues.

MRCTI is seeking a grant coordinator and community outreach intern to help further MRCTI goals in promoting economic and environmental health along the Mississippi Riverway. The grants and community outreach coordination intern will seek out new funding avenues, communicate with investors and stakeholders, write grant proposals, and relay all relevant information to the Operations Manager. This position requires you to be a problem solver, creatively approach funding opportunities, and ensure the continuation of MRCTI's vital policy and outreach work along the Mississippi River Corridor.

You will have the opportunity to develop your own grant proposals and see them from start to finish, as well as communicate with stakeholders on our behalf; you will culminate your experience through attending our 2017 Annual Meeting of Mississippi River Mayors in September in St. Louis, MO.

Additionally, you will be responsible for the public face of MRCTI through acting as the social media coordinator; you will have the ability to express your creativity through the guidance of the Office Manager and educate the public on the mission and works of MRCTI while engaging stakeholders about issues which affect them on a day-to-day basis.

The internship time commitment is 35-39 hours per week for approximately 10 weeks; a reduced schedule may be considered. This internship pays a travel stipend. We are happy to work with schools to provide credit for work.

International students are solely responsible for obtaining a work visa and must provide evidence of this obtainment prior to start date.

**You will not just be an intern; you will be an integral part of the MRCTI team. We look forward to welcoming you aboard.**

## **Responsibilities**

### **Planning and Research**

- Reviews and recommends grant opportunities from foundation, corporate and governmental sources that match the goals and objectives of at least one (1) of MRCTI Initiatives, matching funder interests and deadlines with MRCTI's immediate and long-term needs.
- Research legislation and federal programs which are key to the focus of MRCTI and which MRCTI may be eligible to take advantage of.

### **Relationship Management**

- Builds strong interactive relationships with program staff in order to understand MRCTI's complex funding priorities.
- Coordinates and participates with MRCTI's program staff to match funding sources with Initiative priorities and MRCTI deliverables.
- Holds line of business meetings with Office Manager to review needs assessment, grant opportunities, status of submission, awards and/or compliance process.
- Articulates MRCTI's mission, vision, and programs to funders through compelling stories and data in collaboration with MRCTI's Operations Manager, Policy Intern, and Executive Board.

### **Proposal Development**

- Assembles and synthesizes information from program and accounting staff to produce clear and compelling proposals, related budgets, and letters of inquiry for government, corporate and foundation grants.
- Coordinates the development and submission of written materials including letters of inquiry, proposals, budgets and other supporting documents, and reports.

### **Coordination**

- Contributes to submission of reports and updates to institutional funders and other regulatory agencies.
- Monitors progress of program staff toward stated grant objectives and goals for contract compliance.
- Monitors the calendar of grant application and report deadlines.
- Monitors grant pipeline to track grant deadlines and coordinates submission of proposals and reports.
- Supports the obtainment of the annual grants and resource development revenue goal.

### **Community Outreach**

- Creates and maintains postings on MRCTI social media pages, such as twitter handle, tumblr page, facebook page, and other social media facets as developed.
- Encourages conversation at a grassroots level about local, state, and federal legislation which affect MRCTI Initiatives and communities.
- Supports and contributes to an engaged community of involved actors in the fields of economic, environmental, infrastructure, agricultural, and cultural legislation.
- Disseminates conversation tracking and analysis to MRCTI staff at weekly meeting.

**Other duties as assigned.**

## To Apply

Minimum sophomore-year college undergraduate in related field (creative writing, technical writing, public policy, environmental sciences, philosophy, pre-law, ethics, history, etc.) required.

Students must submit a cover letter, résumé, contact information for two references (who may know the applicant either from academic work or from employment; they may not be personal), and an unofficial copy of transcripts including coursework for the spring semester. First-year graduate students must submit both an undergraduate transcript and a graduate transcript.

Applicants must provide a descriptive name for each document that they submit—for example, “Undergraduate Transcripts,” “Graduate Transcripts,” or “Coursework for Next Semester.” Documents must be in word or PDF.

A complete application must be submitted to MRCTI’s Office Manager, Emily LaRosa, by April 10, 12:00pm EST to be considered; there will be no exceptions. Applications may be emailed to [elarosa@mrcti.org](mailto:elarosa@mrcti.org). Applicants should be sure that their email provider accepts emails from [elarosa@mrcti.org](mailto:elarosa@mrcti.org).