



**Alzheimer's
Drug Discovery
Foundation**

Grants Intern

Position Overview:

Volunteer will assist with the administrative functions of the grants department. This is a great position for students who are interested in nonprofit administration and grantmaking.

Responsibilities:

- Prepare folders and labels, file grant correspondence
- Assist with preparation of panel review meetings
- Enter historic and grants data into centralized database
- Provide online research assistance
- Assist with other tasks as needed

Qualifications:

- Strong computer skills, Word and Excel a must; prior data entry experience a plus
- Ability to multitask and work independently
- Ability to maintain confidentiality
- Strong oral and written communication skills

This is an unpaid position. The estimated time commitment is approximately 8 hours per week, variable from week to week. To apply, please send resume to grants@alzdiscovery.org.