

**THE HARVEST FOUNDATION**  
**2018 Summer Intern Job Description**  
***Grant Systems Support***

**Vision**

The Harvest Foundation is dedicated to making Martinsville / Henry County the residence of choice by enhancing opportunities and quality of life for all its citizens.

**Mission**

The Harvest Foundation researches and responsibly invests in programs and initiatives to address local challenges in health, education, and community vitality.

**Guiding Operational Standards**

Honest in its relationships  
Accountable for its actions  
Responsible to its publics  
Visionary in its approach  
Efficient in its operations  
Supportive of the common good  
Transparent in its dealings

**The goals of Summer Internship Program will be to:**

- Demonstrate to young people that there are challenging and rewarding employment opportunities in this area and help recruit and retain young professionals.
- Provide quality employment experience.

---

**Position Title:** Summer Intern - Grant Systems Support

**Reports to:** Grants Administrator

**Job Summary:** The summer intern position will assist with data entry of grants information as part of a grants management system conversion for the Foundation.

---

**QUALIFICATIONS:**

- Ideal candidate be a local resident and attending college/university (rising Junior or Senior preferably)
- Strong interpersonal, relational and communication skills.
- Excellent computer skills including proficiency in Word, Excel, Outlook, PowerPoint and Adobe Acrobat. Data entry experience a plus.
- Excellent analytical, decision-making, problem-solving, teamwork and time management skills; motivated self-starter with the ability to focus on details a must.
- Strong written and verbal communication skills and ability to write clearly and succinctly under time and pressure.
- Knowledge of and dedication to the Foundation's goals and the local community.
- The successful candidate will be a high-energy, self-motivated and self-confident individual, who has a wide-ranging curiosity about and a deep interest in the lives of rural community members.

## **RESPONSIBILITIES OF THE SUMMER INTERN WILL INCLUDE:**

- Work closely with the Grants Administrator to develop a template for data conversion from the existing grants system over to the new grants-management system.
- Using the established template, compile pertinent information from the existing system and enter into the new system.
- Work closely with Grants Administrator and Program Team through transition process to ensure accuracy and integrity for all data entry.
- Assist with clerical and administrative support needs as necessary.
- All other duties as assigned.

### **Ineligibility**

- Those who are relatives of a Foundation Board member or staff member
- Those who have already interned for the Foundation

### **Time and Hours**

The Harvest Foundation will select and employ one (1) intern to spend ten (10) weeks with the Foundation to start no later than May 28, 2018. Interns will work full-time, Monday through Friday 9-5. Daily hours may vary depending upon Foundation schedule events.

### **Pay Scale**

Interns will be paid up to \$12.50 per hour depending on experience.

### **Academic Credit**

Interns should pursue academic credit through their department at their College or University. The Foundation is willing to assist with any paperwork required.

### **Application Process**

The application and procedures will be posted on the Foundation's website and social media outlets. All applicants will be required to complete an application packet and email to the Foundation by the designated deadline. Late applications will not be considered. First priority will be given to applicants that live within the Martinsville and Henry County area, although they could be enrolled at colleges and universities anywhere. No applications will be considered for those that are relatives of a Foundation Board member or staff member. A committee made of Foundation staff will select interns based on overall qualifications and experiences. The deadline for applications will be May 1, 2018, with all applicants being notified by May 25, 2018.