



2015 Writing Internships

Challenger Space Center is looking for a spectacular team of grant writing interns to help us make a difference for STEM Education – science, technology, engineering, and math! Challenger’s unique space mission simulator takes children of all ages on an exciting trip to outer space where they learn how to apply their STEM skills, work as a team, and solve real world problems.

Position Summary:

The Grant Writing Intern will be responsible for writing and submitting grant proposals for a specific program: Challenger’s *STEM Field Trip Assistance Fund*. This fund provides an opportunity for up to 10,000 disadvantaged youth to attend a field trip at Challenger Space Center. The 12 to 14-week process is designed to introduce the intern team to Challenger’s mission, programs and systems; learn the grant-writing process; review successful past applications to this fund; research potential new funding agencies; write & submit actual grants working with Challenger’s management team; track fund development efforts using Challenger’s contact management system; manage program deliverables with the team; continue the evaluation process for the FTAF program; gain experience writing grant reports on accomplished grants to funding agencies; and network with industry professionals with Challenger’s management and volunteer teams.

This is an opportunity to contribute to a critical area of fund development and gain skills in professional writing and project management. You will have accomplished something positive for STEM Education and the betterment of our community at the conclusion of your experience.

Schedule:

This is a 12 to 14-week program with weekly learning opportunities, deliverables and team meetings in a fun and productive environment. **Mandatory in-person Grant Development Team meetings are held on Wednesdays at 10:30 – Noon. Some will be a working lunch (BYO, or Challenger supplied).**

You will have the ability to work a flexible schedule with the possibility of working remotely during some assignments. You must be available to come into the Center at least twice a week between the hours of 9 am-5 pm (M-F) or 10 am – 4 pm (Sat.) to meet and work with program staff and the President/CEO.

Benefits:

- Learn the fundamentals (or expand your current knowledge) of grant writing,
- Gain actual grant writing experience with reportable results,
- Meet other students and participate in this exercise as a team-based learning activity.
- Learn and directly participate in the growth of a non-profit organization.
- Contribute to public awareness of social service, STEM Education, and applied science.
- Gain valuable contacts in the non-profit and for-profit communities through networking
- Obtain potential references for future career opportunities.
- Maintain a flexible work schedule.
- Implement your own skills and ideas into a sustainable grants management program.



- Attend Challenger museum, education, and special events for free.
- Stipend: \$250 provided at the conclusion of a successful term.

Depending on your interests and skills, you will also have opportunities to participate in other aspects of nonprofit work such as program evaluation, project management, community advocacy, social media communications, event planning and marketing.

Position Learning Objectives & Responsibilities:

- Attend all training sessions with Challenger's Management Team including program shadowing
- Attend weekly In-Person Grant Team Development Meeting: Wednesday 10:30 – Noon. (mandatory)
- Maintain strict confidentiality. You will be required to sign a confidentiality statement, as you will be working with actual potential clients.
- Research new sources of funding that align with Challenger's mission and strategies.
- Learn to create and edit funder profiles in Challenger's Contact Management System, generate reports for management and grant writing team. Provide weekly reports to the President/CEO.
- Write and edit grant proposals and reports in a timely manner—you will write a minimum of 3 actual grants and annual reports for 1-3 accomplished grants during this period.
- Learn how grant submission calendars work and how to manage deadlines.
- Learn key success indicators, evaluators and reporting requirements of the FTAF program.
- Learn duties of grant writing, maintaining accurate files, account management.
- Learn to promote the STEM Field Trip Assistance Fund and generate awareness of the program.
- Be willing to share your ideas and experience with other team members and incoming interns so we may continue to improve the program.

Qualifications:

- Student at accredited college or university preferably enrolled in a writing, communication, business, education, or non-profit major.
- Exceptional organizational, writing, and interpersonal communications skills are required. Advanced writing skills are required. Writing samples must be submitted prior to acceptance.
- Transportation to and from Challenger Space Center in Peoria, Arizona.
- Access to a computer for use outside the Center.
- An interest in youth development and community advocacy.
- A general interest or curiosity about space exploration, science, or other STEM field.
- Familiarity with Microsoft Office products, the Internet and standard office equipment. Desktop publishing and/or social media experience is a plus!
- Interest in writing, fund development, program design and evaluation or project management.
- The ability to analyze and synthesize large amounts of information efficiently.
- Strong attention to detail and the ability to identify and solve problems quickly.
- Self motivated and deadline oriented.
- Able to take constructive criticism and confidence in expressing ideas.
- Ability to work independently as a writer and as part of a team—contribute to development meetings.
- Ability to plan, organize, and effectively present ideas to a group.
- Comfortable working with and communicating with diverse groups of people.



- Creative and outgoing!

Work Environment:

Challenger Space Center Arizona is a museum and science center in beautiful Peoria, Arizona. The position will be based in the administrative offices, and a shared desk, computer and office area are provided. The Center has WiFi and interns may bring their own computer and digital devices. Challenger is a community - a small, friendly staff and a special corps of volunteers who give of their time and expertise to grow our STEM outreach to children of all ages. Our staff and volunteers are diverse and multi-generational. You will find yourself working with people from all walks of life, joined by a common desire to help the community thrive through inspirational educational programs.

Internship Term/Duration: 12-14-weeks, 10-15 hours/week:

4 Terms Available in 2015:

January 21 - April 10

April 8 - July 10

July 8 - Oct. 9

Oct 7 - Jan. 8

Terms begin on Wednesday/end on Friday due to Grant Development Team meetings on Wed.

Positions are limited to 3 students during each term.

To apply:

Please send cover letter and 2-3 writing samples to:

Sara Schuck

Education Coordinator

Challenger Space Center Arizona

SSchuck@AZChallenger.net

(623)-322-2020

21170 N 83rd Ave., Peoria AZ 85382

Be sure to include information about yourself, your writing experience, major, and contact information.

Please be prepared to provide references upon request.

Process:

Students must send above materials no later than 14 days prior to the start of the terms. Applicants will be reviewed and notified one week prior to the start of the terms. Stipends are paid following the successful completion of the term and are subject to performance review. **Limited to 3 students during each term.**