



Position: Grants Research Assistant

Location: Reno, Nevada

Type: Sub-Contractor

Compensation: Hourly, between 5 – 20 h per month, \$ 15 – 20 / hour

Benefits: None

Work hours and location:

All work and communications are remote and virtual until or unless otherwise notified. Contractor deliverables are deadline-based and can be completed at any time prior to established deadlines.

Job Description:

Support the lead grant writer by performing grant searches, preparing grant forms, and drafting content for a range of non-profit programs and projects. This is a rare opportunity to learn about and support local non-profit programs while developing grant writing, project development, and project management skills. The contractor will report directly to Dr. Zoë Harrold, Lead Grant Writer.

Responsibilities:

- Perform grant research and searches for eligible funding opportunities online and via GrantWorks and other grant search databases
- Prepare internal forms for grant content
- Prepare supplemental documents
- Support program/project budget development and research

Skills and Qualifications:

- Bachelor's degree or degree in progress
- Developed online research skills, including topic and eligibility alignment
- Strong writing and text editing skills
- Proficient with Word, Excel, Power Point, Google Suite, Dropbox
- Able to organize and synthesize large amounts of information
- Able to present information and data in creative ways
- Works well in a team environment or independently
- Interested in learning and developing existing and new skills
- Interested in working on diverse projects with a wide range of communities
- Detail-oriented and organized
- Excellent communication and customer service skills

How to Apply:

Please contact Dr. Zoe Harrold at zharrold@gmail.com for instructions on how to apply.

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