



## Women Across Differences Placement Description

**WAD is looking for two people to fill this placement. This is an unpaid position, however we would be happy to provide a reference, or provide an internship position to support students.**

Position Title: Documentation and Grant Proposal Writer

Purpose: As a non-profit, Women Across Differences receives limited funding, therefore we are heavily reliant on grants from outside agencies. Because of this, it is critical that we continue to diversify our funding streams. Another important part of the work that WAD does is reporting on programs and spending.

Key Responsibilities:

- The Documentation and Grant Proposal Writer will support WAD's director in writing proposals to apply for grants.
- The writer will also assist the director in writing program reports and documenting cases of discrimination experienced by young mothers.

Time Commitment: 1 day per week. However, we recognize that the person will have other commitments and WAD is willing to be flexible with their schedule.

Skills Needed:

- Excellent writing and computer skills
- Previous experience writing proposals and reports is considered an asset
- Ability to research and identify grants

If you are interested in this position, please fill out an application form or call the WAD office at 227-3974.