

Match Grant Intern Position Description

Position Title:	Match Grant Intern
Position Location:	Spokane, WA
Department/Division:	Match Grant
Job Title of Supervisor:	Match Grant Program Manager
Length of Opportunity:	Minimum time commitment: 10 wks. Maximum time commitment: 32 weeks
Number of Positions Open:	1
General Function:	Assist department staff with tasks to meet or exceed Matching Grant Program Guidelines established by U.S. Department of State
Specific Job Duties:	<ul style="list-style-type: none"> • Data entry, including case notes • Follow-up with clients • Assist MG case manager with client needs assessment and advocacy • Assist MG employment specialist with client job readiness activities • Case file maintenance • Other duties as assigned
Knowledge, Skills, & Abilities:	<ul style="list-style-type: none"> • Valid driver's license preferred • Competent in the use of Microsoft Office 2010 • Initiative, high sense of responsibility and ability to plan, train, organize, while working within difficult cultural and physical environments • Ability to work with minimum supervision and to deal with problems and issues both promptly and efficiently • Ability to communicate clearly, both orally and in writing • Flexible / motivated team player
Experience Preferred:	<ul style="list-style-type: none"> • Cross-cultural experience
Physical Demands:	<ul style="list-style-type: none"> • Ability to climb and descend stairs unassisted
Work Environment:	<ul style="list-style-type: none"> • Work may take place in locations which can be volatile or lack formal security infrastructure • Working hours will be structured in light of the prevailing emergency situation being addressed



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