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### Position Descriptions EMU Volunteer and Internship Fair 22 September 2011

STEPS for Kids—[www.stepsforkids.org](http://www.stepsforkids.org)—is a nonprofit organization on the west side of Ann Arbor. Steps is looking to fill five volunteer positions: Social Media Coordinator, Desktop Publications Coordinator, Events Coordinator, E-Business Coordinator, and **Grant Writer**. All are ex-officio board positions, and any two of these—or the grant writing alone—could be combined as an internship.

The **Grant Writer** for Steps for Kids will have the opportunity to...well, write grants. Prior grant writing experience would be good, but is not required. We have received several grants which may be used as templates, and granting agencies publish their requirements. S/he will look for grants which are appropriate to the Steps mission, and write them. The grant writer may work at home as time allows. We anticipate that this position will require 5-10 hours per week, or this position alone could be an internship at 15 hours per week and two completed grant applications. The skills required are the ability to write concisely and grammatically, and to meet deadlines promptly.

STEPS mission is to offer underprivileged children experiences that will inspire them to improve their futures, and the grant writer will play a major part in funding this mission.

For more information, contact Diane Macaulay at [diane@stepsforkids.org](mailto:diane@stepsforkids.org) or visit [www.stepsforkids.org](http://www.stepsforkids.org).

*Offering underprivileged children experiences that will inspire them to improve their futures.*

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