



Call for Grant Writing Internship for PhD Students

SASA is looking for a volunteer (unpaid) Grant Writing intern, who is currently in a PhD program, to help SASA find funding for our major projects and programs related to Ancient Studies public outreach and access over a 6-month period.

Position Description:

This is a volunteer (unpaid) position to support the organization's fundraising priorities by writing grant applications and reports, cultivating relationships with team members, and identifying new grant opportunities.

As a young and growing organization, SASA has embarked on a number of projects and programs regarding Ancient Studies in the areas of public outreach, education, public scholarship, academic support, and academic in-reach. This position of Grant Writing PhD Intern will be responsible for contributing to development and administrative duties of the Grant Writing Team, and to act as support for the volunteers and team leader. This can include admin activities including filing, organizing and reviewing existing documentation, and other activities as assigned.

PhD Interns will have opportunities to read and provide feedback for drafted grant proposals and LOIs that are completed by the other volunteers. PhD interns may also participate in writing drafts of sections of grant proposals, but it is not guaranteed and will depend on the intern's development during the internship. However, interns will report directly to the Grant Writing Team Leader, and there will be adequate opportunities for the intern to learn about the function of the organization, the requirements around grant writing, and develop their formal writing skills in this area.

The duration of this position is 6 months, with expected hours being 10-15 per week. All meetings take place via video call and all work is done remotely.

This position is a great opportunity for someone who is passionate about Ancient Studies and seeks to enhance their experience with grant writing in nonprofit contexts within a growing organization like SASA. Moreover, the intern must have excellent communication, interpersonal, and organizational skills, and be flexible, adaptive, and comfortable with problem solving as new issues emerge while supporting a team of dedicated, enthusiastic volunteers who work in a remote setting.

Responsibilities:

- Working closely with with the Grant Team Leader to understand the requirements for successful grant writing
- Contributing feedback on and editing letters of intent and grant applications
- Providing new ideas for additional avenues of funding
- Administration of files and folders, with close attention to the main tracker
- Taking notes and responding to requests from volunteers as needed
- Completing any assignments on time based on direction from the Grant Team Leader
- Attending weekly meetings
- Other duties as assigned

Necessary skills:

- Excellent communication, interpersonal, and organizational skills
- Ability to effectively complete tasks as assigned and to openly respond to any request in a timely manner
- Ability to work and communicate effectively remotely
- Flexibility in tasks being worked on
- Grant writing experience are big pluses

To apply, please send your resume and cover letter to mchabon@saveancientstudies.org. Applications will be reviewed beginning August 1, 2023. We aim to have this position filled no later than August 30, 2023.

About SASA

SASA is a non-profit organization, tax exempt under IRS code 501(c)(3). SASA's mission is to counter the downward trend in Ancient Studies fields in academia, by (1) uniting graduate students to (2) engage students by guiding the widespread American interest in ancient times toward Ancient Studies, to (3) facilitate ease of access to studying the ancient world, and to (4) support and reimagine scholarship as a lifelong pursuit for those who work as professionals in other areas after receiving their PhDs.

At this time, all positions with SASA are unpaid, including management, volunteers, and interns, except for some few positions on grant funded projects. Since work for SASA is all done remotely, we take a proactive approach to supporting our volunteers and interns. Our goal is that internships with SASA are mutually beneficial, such that volunteers help work on various SASA projects and gain experience in multiple areas, learn skills, gain knowledge, and build connections with numerous people in Ancient Studies and the nonprofit world. Interns work alongside volunteers with more experience and under the guidance of our Team Leaders and the Director. Our work atmosphere is exploratory and collaborative. We all enjoy the company of people who have varied backgrounds and interests of all ages, and who are passionate in their pursuits.