



## Virtual Volunteer Position Description

**Title/Position:** Grant Writing Assistant

**Goal of Position:**

Research and organize information from businesses, foundations and other relevant funding sources. To provide comprehensive and relevant resources for funding possibilities.

**Sample of activities**

- ♀ Will work online searching websites of funders or organizations for their list funders.
- ♀ Drafting letters, charts, or reports as needed.
- ♀ Responding to inquiries and providing information about Digital Sisters.
- ♀ Clip and copy articles of funding activities to similar organizations.

**Time frame:**

Length of commitment: October 1, 2003 to September 30, 2004

Estimated total hours: 200 to 1000

**Scheduling**

- At discretion of volunteer
- Needed: 15 hours a week

**Worksite:**

- Offsite, grant writing assistant's discretion home or office.
- Onsite: Main Office

**Qualifications Sought:**

Technology skills. Internet research experience. Strong ability to conceptualize & organize. Good writing skills, pleasant phone presence. Reliable. Interested in fundraising and grant work. Previous experience is a plus.

**Benefits:**

A work record will be kept for each volunteer so that the position will provide him or her with good job references. Some out-of-pocket expenses will also be reimbursed.

**Staff Contact:**

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