

## Intern – Foundation

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**The Once Upon a Time Foundation (OUAT)** Intern will be responsible for support of the Foundation team in the administration of the current programs and future expansion of the Foundation's grant-making. The role entails a wide range of responsibilities and is dynamic and evolving.

The Foundation Intern will be joining a team of 4-5 people who are ultimately responsible for supporting the President of Once Upon a Time with the broader work of the Foundation. This will be a part-time position of approximately 15 hours a week and may periodically include events on the weekend. The schedule will be based around the intern's school schedule and Foundation needs and can be paid or unpaid to satisfy volunteer requirements.

Specific responsibilities may include, but are not limited to:

- Creating grant letters to Foundation partners and processing grant requests
- Providing support for multiple conferences the Foundation hosts, with tasks including binder and dossier creation, final editing of documents, drafting external and internal communications, etc.
- Researching and identifying solutions to new questions posed to the Foundation team
- Maintaining and updating the program's website
- Coordinating expansion to additional universities
- Completing one-off projects as necessary
- General support of Foundation administrative tasks

If you are interested in applying for this position, please submit your information to

<http://www.talentarchitects.com/careers/?jobid=C0021052885%29X%60SU5Bri>