



Little Footprints Big Steps (LFBS) is a Canadian International Development Organization operating in Haiti that works to protect vulnerable children by reuniting families and empowering them with resources and opportunities to build a self-sufficient future. LFBS empowers vulnerable families that have been separated, or who are at risk of separation, by supporting local protection authorities in building a stronger child protection network. LFBS works to keep families together by addressing the root causes of separation and poverty through programming in child well-being and development, family and community development, advocacy of child rights, and community health.

We're seeking a candidate who thrives on taking the lead, someone who seizes opportunities and drives projects forward without constant supervision. As a vital member of our team, you'll have the autonomy to make impactful decisions and drive results. If you're self-motivated, resourceful, and excel in environments where independence is celebrated, we want to hear from you.

Role: Grants Coordinator Intern / Placement Student

Contract length: 10-35 hours per week (flexible); May 2024 to August 2024, or ongoing

Location: Remote

The Grants Coordinator Intern will support LFBS in researching, writing, and applying to grants, foundations, and other sources of revenue that support the development of its programs.

Responsibilities

- Research and identify grant opportunities and funding sources
- Conduct research to support the development of grant proposals
- Assist LFBS in the writing and submission of grant applications, proposals and reports
- Update and maintain database of funding opportunities
- Engage in other research, writing and reporting activities as required

Requirements

- Strong initiative, leadership, and problem solving skills
- Applicants must have reliable access to wifi
- A diploma or degree, or working toward a diploma or degree
- Strong interpersonal, writing, and communications skills in English
- Exceptional writing and editing skills



- Resourcefulness, innovation and adaptability
- Knowledge and understanding of development issues in the global south, anti-oppressive practice, and human rights

Why should you volunteer for this opportunity?

- This volunteer opportunity will enable you to strengthen your creativity, writing, and communication skills, as well as expand your knowledge of child protection, human rights, and community development in Haiti.
- LFBS will happily write a letter of recommendation for the successful applicant in their future endeavors
- This position is a virtual / remote opportunity

Note that while this intern position is geared toward a college or university placement student, other candidates who meet the requirement and contract length criteria are encouraged to apply.

Please send a resume and cover letter to: info@littlefootprintsbigsteps.com