

INTERNSHIP OPPORTUNITIES AT MERCK FAMILY FUND

The Merck Family Fund is a small independent foundation that will make over \$3 million in grants in 2002 to non-profit organizations. Our funding program areas are: the environment (preserving eastern U.S. ecosystems and promoting sustainable economics) and community building in urban areas (supporting youth organizing and creating green and open space).

Intern Position Description. Significant on-line research, writing, phone contact with non-profit groups and technical assistance. In addition to completing a substantial project, the intern will assist with administrative services (phone coverage, processing mail, responding to requests for information requests, and tracking applications).

Duration of Internship. Full time (4 days/week) for a minimum of three or four months beginning March, June, September and December. Internships may be extended for a second session at the discretion of the Fund.

Project Areas. Based on interests, skills, and the needs of the Fund, the intern will complete one or more major projects in the following areas:
1) Computer Systems. Update of the Fund's website: add Merck Family Fund publications online, create issue-area links, overhaul layout. Also perform on-line issue research; and enhance grantee database. Technical proficiency required.
2) Grantmaking and Issue Research. Evaluate grant proposals and draft summaries for board of directors. Research issues dealing with our program areas: (a) sustainable consumption and economics, (b) protecting forest-based eastern US ecosystems, (c) creating green and open space, and (d) youth organizing in under-served communities.

Qualifications. All prospective interns should:

- Be genuinely committed to the Fund's mission
- Be currently pursuing or have completed an undergraduate degree and have excellent verbal and written communication skills
- Be comfortable with Macintosh computers, familiar with Internet research, highly organized, and comfortable working in a small office
- Have integrity, curiosity and a sense of humor

Stipend. \$1,400 per month will be paid for a four-day work week. We are located in Milton, MA (12 miles south of Boston, MA), half a mile from a subway stop and on a bus line.

Application Procedure: Cover letter, resume, brief writing sample, and list of three references should be mailed, e-mailed or faxed to: Betsy Caruso, Fund Administrator.

Consideration will also be given to post-graduates and/or those with extensive work experience whose schedules do not fit the typical university calendar. **No calls please.** The Merck Family Fund is an Equal Opportunity Employer.