



## Gracious Grounds Job Description

Position Title: **Activities and Events Internship**

Reports to: **Executive Director**

Status: **Part-Time (15-20 Hours per week)**

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**Overall Function:** Gracious Grounds is seeking an energetic, caring individual to be responsible for a variety of administrative and operational tasks in support of its mission. This part-time position would be split between three properties in Grand Haven, Michigan.

**Essential Overall Duties:** Responsibilities during the internship will include, but not be limited to, the following:

- Coordinate activities and volunteers
- Assist with donor communications, including preparation of gift acknowledgements
- Preparation of materials for board, parent, and staff meetings and events
- Assist with the planning and implementation of fundraising and volunteer events
- Day-to-day administrative duties
- Other special projects as assigned and/or based on interests

**Our Mission:** Gracious Grounds is a non-profit housing community that supports successful independent living for adults with disabilities. Gracious Grounds emphasizes life-enriching activities and togetherness by promoting: community involvement, inclusion, employability skills and opportunities.

### Qualifications:

- Completed or working toward a college degree in related field (e.g., nonprofit management, special education, communications, marketing, event planning, social work, or other relevant major)
- Effective communication skills in written and oral form
- Demonstrated interest in service management, problem solving, and advocacy
- Comfortable working alone on assignments and in collaboration with others
- Strong organizational skills. Must be able to manage time and schedule effectively

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees within this position. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of the personnel so classified.

*No Discrimination.* The objectives of Gracious Grounds, including the hiring of all staff shall be pursued without harassment, sexual or otherwise, or discrimination based upon gender, sex, marital status, age, race, color, national origin, ancestry, creed, religion, veteran status, political affiliation, or county of residence, or any protested status under law.