Assistant Grant Writer (Part-Time | Paid | 10 Hours/Week)

Summer Stars Camp for the Performing Arts

About Summer Stars

Summer Stars is a tuition-free performing arts camp that transforms the lives of teens from economically disadvantaged backgrounds by helping them discover their voices, build confidence, and imagine new possibilities for their futures.

Position Overview

Summer Stars seeks a Paid **Part-Time Assistant Grant Writer** to work alongside our experienced Grant Writer in a **mentorship-based role**. This position is ideal for someone eager to learn grant writing while contributing to a mission-driven nonprofit. You will gain experience researching and writing successful Arts-related grant applications for a 501c3 from foundations (family or corporate), government agencies or other grantors.

Key Responsibilities

- Research and track grant opportunities aligned with our mission
- Assist with proposal preparation, documentation, and deadlines
- Draft sections of grant proposals, letters of inquiry, and reports
- Help adapt existing narratives for different funders
- Support grant tracking and reporting

Qualifications

- Strong writing and organizational skills
- Clear storytelling ability to help make the case for Summer Stars
- Interest in nonprofit fundraising and Arts or youth development
- Detail-oriented, dependable, and eager to learn
- Prior grant writing experience **not required**
- **Summer Stars experience a plus (but not required)**

Position Details

- **10 hours per week**, remote
- Flexible schedule
- Mentorship and training provided

What We Offer

- Hands-on grant writing experience
- Direct mentorship from an experienced grant writer
- Meaningful work supporting a transformational Arts program
- $15-$20 per hour, depending on experience.
- Opportunity to advance when our current grant writer leaves later this year

To Apply

Please submit a resume and cover letter outlining your interest in grant writing and Summer Stars to Donna Milani Luther, Executive Director: donna@summerstars.org