Proposal Writing Internship at Portland Multi Media Co.

Dawson Media Group is a Portland based multi-media production company that specializes in content-driven work, such as programs for libraries and museums, educational media, documentaries, and professional development. We are located in SE Portland near the Burnside Bridge.

We are looking for a part time intern to help with the proposal process, from beginning to end. This intern will work with our Executive Producer, who has a track record of winning more than $18million in proposals from the US Department of Education, the National Science Foundation, the Annenberg Foundation, the US Department of Justice and others.

The intern learning experiences can include:

- Analyzing RFP’s from major funders, to strategize and structure responding proposals
- Researching and contacting potential proposal partners and advisors
- Researching potential proposal ancillary resources
- Organizing and coordinating of all facets of the submission process
- Proposal writing and editing
- Supporting a cloud-based workspace that manages document sharing and collaborative proposal works

This is a non-paying internship and candidates must be enrolled in, about to begin or just completing an educational program related to the internship. We will work with your school to give you credits for your work with us, and/or to establish learning goals and track your progress.

Candidates should have proven writing skills (1-2 brief samples can be submitted with your response), and should be resourceful/savvy in Internet research and navigating web sites, very organized, proficient in MS Word and Excel, and have a pleasing and confident telephone presence.

In you resume or cover letter please include a description of past writing/editing experience. In your cover letter you should mention capabilities you believe make you a good candidate for this internship, why you would like to learn about proposal writing, and your available hours.

Send your letter and resume to:
info@dawsonmediagroup.com

No Phone Calls Please