Welcome to Loaves, Fishes & Computers (LFC). My name is Christian Mendelsohn, Founder & Executive Director. LFC is a 501(c)3 non-profit entity. Our mission is to provide computers, technology assistance and engaging learning opportunities in the field of computer science for people of all ages. LFC is an exciting fast-moving organization, with a vibrant volunteer cadre who are devoted to our clients and our community. LFC aims to serve more people in more diverse, engaging and creative ways in the near future. We are surrounded by local young adults that yearn for a creative and challenging learning environment. We need talented help to reach our fullest potential and we are seeking (2) brilliant individuals to work as a team to pursue grant funding for current and new programs and general organizational support.

Job Description: Working under the guidance of LFC leaders, you will provide essential research for the development of our grant application strategy; draft, produce and submit grant proposals with the guidance of LFC leadership.

Responsibilities include:
- Researching available and applicable grants from Monterey County, Silicon Valley, state and national grants and corporate giving programs
- Research, retrieve and assemble background material for grant proposals
- Data entry on potential funding organizations and creation of timelines for grant proposals for 2015-2016
- Drafting Letters of Inquiry and full grant proposals for submission to LFC leadership for approval
- Collaboration with the Executive Director and Board members.
- 8 hours of shop orientation in order to understand our clients, volunteers and the culture of LFC.
- Grant writing experience is preferred.

Requirements:
- Must meet the eligibility requirements for employment under The Federal Work-Study Program
- Must have a minimum of $2,250 available under The Federal Work-Study Program
- 10 - 15 hours/week
- Excellent writing skills
- Ability to take direction from others
- A three-month commitment
- Goal-driven Undergraduate or Graduate students preferably with non-profit or other volunteer experience
- Strong time-management, organizational, and internet research skills a must
- Ability to self-motivate, stay on task and work independently
- The individual(s) will work onsite for the grant research & writing process; some off-site time is acceptable (minimal researching & writing at home)
- Due to Federal Work Study Program restrictions, this position can only be funded to May 15, 2015
  - The possibility of continuing this position in the Fall Semester exists.

Compensation:
- $15.00/hour
- Exercise your experience in Grant Writing, with the guidance of a highly successful grant writer
**Organization Background:**

- Loaves, Fishes and Computer’s mission is to help overcome the digital and economic divides by providing low-cost, or free, computer systems & technical assistance to low-income families, seniors, veterans, people with disabilities, and non-profit organizations. LFC receives donated computers from individuals, businesses, government agencies, higher education institutions and schools, and refurbishes these with the assistance of a dedicated group of 50 volunteers and a small 2.5-person staff. We offer a place for volunteer to learn, share & grow. Our Adage is “Changing Lives, One Computer at a Time.”

- As the only nonprofit in Monterey and San Benito Counties offering these services, LFC has provided over 1,500 computer systems to disadvantaged and marginalized individuals and families over the past five years. Significantly, LFC has refurbished, repurposed and distributed over 33 tons of locally donated computer equipment to local residents. Without LFC’s refurbishing operations, this equipment would have been thrown into landfills or trucked hundreds of miles for recycling elsewhere.

- Begun in 2009, LFC is a 501c3 non-profit, public-benefit organization, which has gained significant visibility, growth, and success, along with the financial support of local foundations, small supporters such as area thrift stores, and individual donors who have contributed funds to help sustain LFC’s business model. LFC was honored (December 2014) as the “Small Business Non-Profit of the Year” awarded by Union Bank and the local NBC network affiliate, KSBW-TV.

- Each year, LFC provides approximately 450 low-income families with computers at substantially reduced prices (a fraction of the retail price of new computers or the street price of used computer systems), or free (25% of computers were donated in 2014); serves 900 to 1,000 low-income families with very low-cost technical assistance & repair services; and refurbishes hundreds of donated computers and other equipment through a structured process which conforms to its participation as a Microsoft Registered Refurbisher.

- This past year, LFC taught 200 individuals, ages 6 to 75, how to refurbish & repair computers, allowing them to gain technical skills that many thought they would never learn. LFC partners with local & diverse organizations.

**Deadline:**

- Apply or inquire ASAP.
- Positions desired to start on February 16th, and no later than February 24, 2015

**Required to submit:**

- Cover letter
- Resume
- One writing sample created solely by you (I.E.: A grant application, school report, a white paper, or other document that indicates your writing ability & style)

**Contact:**

- To inquire further, or to submit an interest in this position, please contact:
  
  Christian Mendelsohn, Executive Director
  Loaves, Fishes and Computers, Inc.
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