

#### **Job Title: Research and Development Intern**

**Department: Research and Development**

**Time Commitment: M-F; May 2016-August 2016 (Negotiable)**

**Location: 525 S. Hewitt St. Los Angeles, CA 90013**

**Compensation: Paid**

*Develop your grant-writing and research skills alongside successful development professionals while gaining exposure to successful entrepreneurs, business investors, civic leaders, and corporate professionals engaging startups!*

**Research and Development Volunteer Overview**

Green Commuter, an L.A. based start-up working out of the LA Cleantech Incubator’s La Kretz Innovation Campus is focused on providing zero-emission alternative transportation options to the public. We are currently looking for an intern to support our Research and Development team. You will assist in public-private partnership development and grant writing process, which will range from prospect research to helping create content for grant narratives. As a growing start-up, interns wear many hats at Green Commuter and have the opportunity to learn across departments while assisting the R&D team in its day-to-day activities.

**Who we’re looking for:**

* Strong communication, writing and research skills
* Interest in sustainability issues
* Interest in research, fundraising and development
* Self-starter who is comfortable working in a fast paced start-up environment
* Organized, with an ability to prioritize and multi-task time sensitive assignments
* Creative
* Flexible
* Proficient in Microsoft Office Suite

**What you’ll give:**

* Grant-writing
* Prospect research

**What you’ll get:**

* Regular interaction with great entrepreneurs & corporate professionals
* Great exposure & education on building a business from startup to mainstream player

**Contact**Email resume and cover letter with the subject line “Research and Development Intern” to info@greencommuter.org.