



The Association for Trauma Outreach & Prevention (ATOP)

Grant Coordinator Position Announcement

Job Description

Mission:

At *Meaningfulworld*, the ultimate goal is to prepare a generation of conscientious individuals who are guided by love, peace, passion, and meaning. *Meaningfulworld* is dedicated to fostering a meaningful, peaceful, and just world in which every individual enjoys physical, mental, social, economic, and spiritual health. A sense of meaning, peace, and justice, although unique to everyone, is achieved through a transformational journey that integrates knowledge and experience with sense of responsibility and reflection. We have monthly clinical workshops, annual humanitarian missions, and are accredited at the United Nations.

Grant Coordinator: The ATOP Meaningfulworld Grant Coordinator is responsible for:

- Researching relevant grants and coordinating application process
- Coordinating preparation of all grant applications: initial draft of budgets, project summaries, letters of inquiry and other requirements
- Coordinating grant-funded projects with executive committee and research team
- Maintaining organization's grant proposal calendar in line with deadlines and project priorities
- Monitoring project development, coordinating with interns.

Benefits include:

Benefit 1: Enhance & develop your CV/resume and increase your employability

Benefit 2: Gain professional orientation/clarification

Benefit 3: Receive impeccable letters of reference from our President, who is world renowned trauma specialist

Benefit 4: Participate in international United Nations conferences & meetings

Benefit 5: Experience improved self-esteem, self-confidence, and life satisfaction

Benefit 6: Avoid burnout

Benefit 7: Gain new knowledge and work experience

Benefit 8: Learn about the world and different cultures

Benefit 9: Meet like-minded people

Benefit 10: Enjoy multiple opportunities to publish, to present at national or international conferences, and empower others as well as yourself.

Requirements:

A minimum of master's degree is preferred. Applicants with previous experience in non-profit development, grant writing and program coordination strongly encouraged to apply.

- 12 months-2 years, 5-7 hours per week.

Kindly send your resume, statement of purpose, 3 goals consistent with our mission, and names & contact of 2 references. Kindly send all to: info@meaningfulworld.com

For more information about our organization, please visit www.meaningfulworld.com