



PROGRAM INTERN

Description:

As the Program Intern, you'll play a critical role in supporting fundraising and program strategy by conducting research and analyzing data to strengthen funding proposals. Reporting to the Program Coordinator and collaborating with various team members, you'll gather topic-specific research to build evidence-based narratives, analyze program data, and contribute to grant development. Your work will directly support both proposal writing and the implementation of meaningful programs in the field. You may also assist with identifying funding prospects, helping to shape early proposal drafts, and reporting.

Responsibilities:

- Conduct research on specific topics aligned with upcoming funding opportunities (e.g., water-related needs in Uganda, program outcomes, sector best practices, etc.)
- Analyze and synthesize program-related data to support proposal narratives
- Develop concise summaries of findings to be used in proposals and donor communications
- Align research insights with real-time programmatic goals and needs
- Organize and maintain accurate records of research sources and data used in proposals
- Share findings and recommendations with the Program Coordinator and broader team
- Other duties as assigned – which may include, but is not limited to, funder prospecting, proposal writing, and reporting

Qualifications:

- Strong research skills with an ability to work across academic, policy, and nonprofit sources
- Analytical mindset with attention to detail and comfort working with data
- Excellent writing and communication skills, especially for translating research into plain language
- Highly organized, self-motivated, and comfortable working independently
- Interest in nonprofit programming and social impact
- Familiarity with grant writing or fundraising strategy (a plus but not required)
- Access to academic databases or university research tools (preferred)

Time Commitment:

- 8+ hrs/week

Location:

- UWP Office in Lima, NY, is preferred (hybrid and remote options also possible)

To apply, please submit a resume and cover letter to the Ugandan Water Project's Program Coordinator, Abby Ruth, at abby@ugandanwaterproject.com. Applications are accepted on a rolling basis.