



# Foundation for Armenian Science and Technology

## GRANTS MANAGEMENT INTERN

### Internship Description

FAST is looking for an enthusiastic and hardworking intern, ready for new challenges!

The intern will support the Partnerships & Programs Unit with tasks related to grant projects, undertaking various functions including grant seeking, data structuring, evaluation of needs, matching available opportunities with FAST's projects and programs, supporting application making process, project management assistance.

The intern will be assigned a supervisor who will identify project goals and learning outcomes, inspire, mentor and support his/her professional development. Please note that internship program is unpaid.

### Key Skills and Qualifications:

- Excellent written and verbal communications skills
- Ability to meet deadlines and work under pressure as part of a team
- Excellent data seeking, research and data compilation skills
- Good management skills
- Critical and creative thinking
- Proficient in MS Office package, Google Docs and Google Sheets
- Excellent command of English, Armenian and Russian

### Application procedure:

All interested candidates are kindly requested to submit their CVs by email to [internship@fast.foundation](mailto:internship@fast.foundation). Please indicate "Grants Management Intern" in the subject line of your email. FAST is grateful to all interested applicants; however, only shortlisted candidates will be contacted for the interview.

**About FAST:**

Foundation for Armenian Science and Technology (FAST) is conceived as a comprehensive platform to foster technological and scientific breakthroughs in Armenia. FAST aims to revive the country's strong Science, Technology, Engineering and Mathematics (STEM) traditions, establishing a favorable regime for the innovative environment, fostering science and technology education, and actively developing a venture capital ecosystem. One of the most pivotal tasks of FAST is to engage tech and scientific communities in raising the profile of Armenia as a hub for technological and scientific discoveries and developments.

**Application deadline:****September 27, 2019**

**Note:** Employment decisions are made without regard to race, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability or other characteristics protected by law.