



International Emergency and Development Aid (IEDA Relief) Inc.

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International Emergency and Development Aid (IEDA Relief) is a Not-for-Profit organization, 501(c)3 Tax-exempt Headquartered in Houston, Texas, USA with office in Brussels, Belgium (IEDA Relief Belgium) and global operations in few countries around the globe providing Humanitarian/Relief and Development Services. IEDA Relief is an emerging organization committed to taking the most effective, flexible and innovative approaches to Humanitarian and development work. Our mission is to alleviate the suffering of vulnerable people tackling the underlying causes of poverty so that they can become self-sufficient and achieve their full potential. Since 2008, IEDA Relief has worked in 12 countries with an \$80M investment over 260 projects helping people as they transition to longer-term development. Our staff focus on marginalized people, as well as internally displaced persons and refugees. We have facilitated and delivered the key components of support and coupled activities with community capacity building to develop a local voice, ownership, and technical capability for communities to support their transition to longer-term sustainability. Why IEDA Relief? We know communities – we do not just say it, we practice it. We are working intimately with communities from Day One. For us, it does not make sense to work in communities without understanding them and learning from them – their people, their needs, what drives them, social structures, cultural practices, and interactions. When the situation calls, we work quickly so that we do not lose time further down the road when problems arise. During this worldwide Pandemic of Covid-19, IEDA Relief picked up the call and is responding to feeding the 1st Responders by raising funds and receiving in-kind donations.

Be a Part of the IEDA Relief Team!

Globally, volunteers and interns (many of which are locally recruited) play a vital role in IEDA Relief's programs and operations. Volunteers and interns from diverse backgrounds dedicate their time and skills to work directly with program beneficiaries, develop IEDA Relief's organizational capacities, help with IEDA Relief events and fundraisers, and take part in emergency response missions in the critical days and months following a conflict or natural disaster.

IEDA Relief actively recruits volunteers and interns for specific postings (see below), and also accepts applications on a rolling basis. Prospective interns must be currently enrolled in or recent graduates of an undergraduate or graduate educational institution; internships are generally unpaid unless special arrangements are made with your academic institution.

View the opportunities posted below for specific internships and volunteer openings.

Depending on the needs of the office and an individual's level of experience, examples of volunteer/intern duties include:

- Short- and long-term program assistance to educate, mentor, and otherwise provide support to refugees, asylum seekers, immigrants and other vulnerable populations of all ages
- Assisting IEDA Relief staff with program data entry, monitoring and evaluation, reporting/translation and website updates
- Assisting with IEDA Relief events, (social) media campaigns, and fundraisers
- Conducting research and producing proposals regarding potential new IEDA Relief programs and/or solutions to help meet organizational objectives
- Providing specific skills and/or expertise in finance, marketing and media, HR, emergency management, IT, or other areas of specialization to add to IEDA Relief's programs and organizational capabilities

[Apply Today!](#)

At IEDA Relief, our mission is to alleviate the suffering of vulnerable people. We are a (501(c)3) Tax Exempt NGO under IRS Charity code, an Organization in Special Consultative Status with the UN Economic and Social Council (ECOSOC) since 2017.



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If you are interested in becoming an IEDA Relief volunteer or intern, please email your resume/CV to volunteer@iedarelief.org. Please note only applicants that state their availability will be considered. In the subject line of your email, specify the position and location you want to serve.

Grant Writer

Job Summary

A grant writer is responsible for researching and writing proposals and reports. The grant writer's function is to gather documentation and fulfill the necessary requirements of various funding bodies to formally seek funding on behalf of the agency. The grant writer creates and coordinates grants to support the organization's annual operations and program development; seeks to increase external support for the organization and its programs to strengthen the quality of services and to expand programs.

Key Responsibilities

- Responsible for researching grant opportunities at appropriate places
- Possess broad knowledge of organizational structure, functions and needs
- Develop effective grant proposals and grant reports based on the organizational requirement
- Identify and understand the financial and budget matters of the agency
- Ability to incorporate accurate and pertinent information in the proposal or application
- Interfacing and communicating with individuals at all levels of the organization
- Assist various department staff in writing periodic reports to comply with grant requirements
- Maintain a professional and cordial relation with the grant fund providers to ensure and check if the information provided meets the requirements of the grant proposal
- Submit proposals within deadlines to the grant coordinator, the CEO, and other concerned people for approvals

Essential Skills and Abilities

- Strong research skills and multi-tasking
- Excellent written skills and proper knowledge of grammar
- Ability to write clearly and concisely as well as edit copy for clarity and grammatical accuracy
- Ability to understand the project requirements, the organization, departments and its functions
- Self-driven, proactive, ability to work effectively and independently
- Responsible, organized and provides attention to details
- Knowledge of computer and software programs
- Versatility, flexibility, and a willingness to work within constantly changing priorities

Educational Background

Grant writers may come from a variety of backgrounds based on the area of specialization or personal choice. A candidate should have at least a bachelor's degree, preferably in English or Communications.

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