

**Asian Pacific Environmental Network
Job Description
Contract Grant Writer**

The **Asian Pacific Environmental Network (APEN)** was founded in 1993 to bring together a collective voice among the diverse Asian and Pacific Islander communities to develop an alternative agenda for environmental, social and economic justice, and fight for the right of all people to a clean and healthy environment in which to live, work and play. In pursuit of this vision, APEN revolves around five strategies: building grassroots power, strengthening organizing capacity in API communities, forging strategic alliances, and advancing proactive agendas and policies towards systemic change.

POSITION SUMMARY

APEN seeks an experienced contract grant writer to assist our development staff in writing grant proposals, reports and other correspondence. This is a part-time contract position, with no benefits. Compensation is based on an hourly rate, DOE. Contract hours will vary depending on APEN's schedule of grant proposal and report deadlines. This position reports directly to APEN's Associate Director in our Oakland office.

Desired Qualifications:

1. At least three years of grant proposal and report-writing experience and grants administration experience, specifically for private foundations;
2. Excellent writing skills;
3. Familiarity with grants administration processes; and
4. Familiarity with and commitment to social justice.

COMPENSATION
APPLICATIONS

Hourly rate, DOE

To apply, send one-page resume, five-page writing sample and up to 3 professional references to:

HaiBinh Nguyen

APEN, 310 8th Street Suite 309, Oakland, CA 94607

Phone: (510) 834-8920 / Fax: (510) 834-8926

apen@apen4ej.org www.apen4ej.org

Application Deadline: September 15, 2008. Start Date: Immediately

APEN is an equal opportunity employer. Women, people of color, gay, lesbian, and transgendered persons are encouraged to apply.