



THE SPARTANBURG COUNTY FOUNDATION
Your Community Foundation

Administrative Intern Description

POSITION:

The Spartanburg County Foundation's Administrative Intern is responsible for providing administrative support to Foundation. The Administrative Intern works under the direction of the Executive Assistant and other administrative support staff as appropriate but may collaborate with all members of the administrative team to handle the reception area, research, archiving file, filing and general administrative support.

RESPONSIBILITIES:

- Provides assistance with the Foundation's reception area by greeting guests and constituents and answering the telephone.
- Prepares packets and makes copies for meetings as necessary.
- Files for administrative team as necessary and may be required to provide assistance with archiving documents electronically.
- Provides assistance to administrative team to keep the kitchen organized and clean, and supplies stocked.
- Provides research assistance for various team members and various projects; this includes best practice research.
- Schedules use of meeting room facilities with Spartanburg county organizations on an as needed basis.
- Provides assistance with scheduling for President & CEO and Chief Operating Officer as needed.
- Other duties and special projects as assigned by the Chief Operating Officer and/or administrative team.

QUALIFICATIONS:

- College or Graduate student working toward a degree in nonprofit management or business administration.
- Excellent oral and written communication skills.
- Strong knowledge of Microsoft Office software programs, social media, and the internet.
- Ability to work independently and to take initiative.
- Strong attention to details, ability to meet deadlines and good follow-through on tasks.
- Happy in a fast paced, multi-task environment.

STIPEND CRITERIA:

- \$375 per semester (will have one intern each semester)
- Average 10 hours per week
- Must commit to interning for a semester
- Must undergo background check and sign confidentiality agreement
- Stipend will be paid at the end of each semester

For more information please contact Hilary Lewis at hlewis@spcf.org or 864.582.0138.



THE SPARTANBURG COUNTY FOUNDATION
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Communications Intern Description

POSITION:

The Spartanburg County Foundation's Communications Intern is responsible for providing support for the Foundation's internal and external communications efforts. The Communications Intern works under the overall direction of the Director of Communications, but may collaborate with other members of The Spartanburg County Foundation to develop communications tools and disseminate information about The Foundation's programs and activities.

RESPONSIBILITIES:

- Assists in research and evaluation efforts aimed at improving the Foundation's communication effectiveness.
- Organizes and maintains the Foundation's Communication Files (i.e. photos, media coverage and electronic media files).
- Assists with Foundation mailings (i.e. event invitations, letters to donors and other direct mail).
- Assists in research, writing, proofreading and assembling information for the Foundation's newsletters, annual report, website and other collaterals.
- Assists in updating the Foundation's website.
- Assists The Spartanburg County Foundation in implementing updating the Foundation's website and social media, which will include posting photos, videos and information on facebook, Twitter, Blogspot, YouTube and other social media outlets.
- Other duties and special projects as assigned by the Communications Officer and Development/Donor Engagement Specialist.

QUALIFICATIONS:

- College or Graduate student working toward a degree in public relations, communications, journalism or related degree program.
- Excellent oral and written communication skills.
- Strong knowledge of Microsoft Office software programs, social media, and the internet.
- Ability to work independently and to take initiative.
- Strong attention to details, ability to meet deadlines and good follow-through on tasks.
- Happy in a fast paced, multi-task environment.

STIPEND CRITERIA

- \$375 per semester
- Average 10 hours per week
- Must commit to interning for a semester
- Must undergo background check and sign confidentiality agreement
- Stipend will be paid at the end of each semester

For more information please contact Hilary Lewis at hlewis@spcf.org or 864.582.0138.



THE SPARTANBURG COUNTY FOUNDATION
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Finance and Accounting Intern Description

POSITION:

The Spartanburg County Foundation's Finance and Accounting Intern is responsible for providing support to the Foundation's (SCF) Director of Finance. This individual will work directly with the Director of Finance to assist in providing auditing support, monthly and annual reconciliations, financial statements, investment performance reports, special projects and providing documentation to fund holders in a timely manner. In addition, this individual will obtain a well-rounded experience in all facets of fund accounting in a non-profit environment.

RESPONSIBILITIES:

- Provides assistance with Monthly reconciliations of funds, accounts, and various initiatives.
- Reconciles the Gift and Grant Modules with the Ledgers on a monthly basis utilizing Fund Accounting, this includes monthly bank reconciliations, the journal entry process and fees for credit card contributions.
- Provides assistance with recording and receipting incoming gifts and contributions.
- Tracks initiative budgets and various accounts.
- Assists with recording grants and identifying the various types of funds and the requirements involved.
- Provides assistance with monthly and quarterly accounts receivable and payable processes.
- Assists with annual budget, audit and 1099's, etc., financial information for annual report.
- Provides assistance with research and analysis and limited investment work.
- Other duties and special projects as assigned by the Director of Finance.

QUALIFICATIONS:

- College student with an interest in Accounting or Business
- Excellent oral and written communication skills
- Strong knowledge of Microsoft Office Software
- Ability to work independently and take initiative
- Strong attention to details, ability to meet deadlines and good follow-through tasks
- Able to handle a fast paced, multi-tasked environment
- Professional in appearance and approach

STIPEND CRITERIA

- \$750 per semester (\$1,500 per year)
- Average 15 hours per week
- Must commit to interning for a full year (Subject to mid-year evaluation)
- Must undergo background check, credit check, and sign confidentiality agreement
- Stipend will be paid at the end of each semester

For more information please contact Hilary Lewis at hlewis@spcf.org or 864.582.0138.



THE SPARTANBURG COUNTY FOUNDATION
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Special Initiatives Intern Description

POSITION:

The Spartanburg County Foundation's Special Initiatives Intern is responsible for providing support for the Foundation's (SCF) grantmaking, initiatives, and community leadership work. The Special Initiatives Intern works under the direction of the Director of Community Philanthropy, but may collaborate with other members of the Foundation on various tasks and projects as time allows. The Spartanburg County Foundation will endeavor to provide the Special Initiatives Intern with meaningful assignments that contribute to an overall understanding of the profession and readiness for post-graduate employment.

RESPONSIBILITIES:

- Assists Director of Community Philanthropy with the Grassroots Leadership Development Institute (leadership training program), and the Grassroots Leadership Alumni Association regarding membership, communications, and events.
- Monitors national trends and researches information regarding grantmaking and initiative best practices.
- Identifies and secures lunch sponsors for Nonprofit Connect (monthly lunch and learn session for nonprofit organizations).
- Assists in the research and implementation of community leadership opportunities.
- Provides administrative assistance with the Foundation's responsive grantmaking efforts.
- Accompanies Director of Community Philanthropy on site visits as schedule will allow.
- Assists with set up for initiative events and meetings.
- Other duties and special projects as assigned by the Director of Community Philanthropy

QUALIFICATIONS:

- College or Graduate student working toward a degree.
- Excellent oral and written communication skills.
- Strong knowledge of Microsoft Office software programs and the Internet. Knowledge of Adobe software is a plus.
- Ability to work independently and to take initiative.
- Strong attention to details, ability to meet deadlines and good follow-through on tasks.
- Happy in a fast paced, multi-task environment.

STIPEND CRITERIA

- \$375 per semester
- Average 10 hours per week
- Must commit to interning for a semester
- Must undergo background check and sign confidentiality agreement
- Stipend will be paid at the end of each semester

For more information please contact Hilary Lewis at hlewis@spcf.org or 864.582.0138.



Women Giving for Spartanburg Intern Position Description

POSITION:

The Women Giving for Spartanburg (WGFS) Intern is responsible for providing support to WGFS's Program Liaison in the areas of marketing and events, grantmaking, and the overall administrative work of WGFS. There will also be opportunities for the Intern to assist The Spartanburg County Foundation with various tasks and projects as time allows. The WGFS Intern works under the overall direction of WGFS's Program Liaison, but may collaborate with other members of WGFS and Foundation staff. Both WGFS and The Spartanburg County Foundation will endeavor to provide the WGFS Intern with meaningful assignments that contribute to an overall understanding of the profession and readiness for post-graduate employment.

RESPONSIBILITIES:

Under the general supervision of the WGFS Program Liaison, the student intern performs the following responsibilities:

- Prints and mails all invitations and e-newsletters to individuals who do not have email addresses.
- Researches best practice information regarding other giving circles.
- In coordination with Membership Chair, creates name tags for all events.
- Assists Events Chair and Membership Chair with the execution of WGFS events
- Uploads WGFS videos to YouTube.
- Prints stickers as needed for new member packets
- Prints brochures, postcards, and other collateral materials.
- Prints listing of grantees for Annual Meeting and Grant Award Ceremony.
- Assists WGFS Program Liaison with membership mailings.
- Collects information for human interest stories, consolidates information for Annual Luncheon, and writes articles for the website.
- Assists in areas of the grantmaking process, including proposal reviews, site visits, evaluations, ballot processing, grant awards, etc.
- Assists WGFS Program Liaison in maintaining records in both the WGFS membership and grants management systems.
- Assists with miscellaneous tasks and other special projects as assigned by the WGFS Program Liaison and/or Executive Committee, SCF Communications Officer, or other Foundation Staff.

QUALIFICATIONS:

- College or Graduate student working toward a degree.
- Excellent oral and written communication skills.
- Experience working with websites and social media.
- Strong knowledge of Microsoft Office software programs and the Internet. Knowledge of Adobe software is a plus.
- Ability to work independently and to take initiative.
- Strong attention to details, ability to meet deadlines and good follow-through on tasks.
- Happy in a fast paced, multi-task environment.

TIME REQUIREMENTS:

A *minimum* of 10 hours per week, flexible according to the student's schedule.

For more information please contact Hilary Lewis at hlewis@spcf.org or 864.582.0138



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The Spartanburg County Foundation Intern Application

Applicant Information		
Last Name	First	Date
Street Address		Apt/Unit
City	State	Zip
Phone	Cell Phone	
Email address:		
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes please explain:
How did you hear about our internship program?		

Please check your general availability	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (approx. 9-1)					
Afternoon (approx. 1-5)					

Areas of Interest	
Please indicate which area interests you:	
<input type="checkbox"/> Accounting	<input type="checkbox"/> Communications <input type="checkbox"/> Development <input type="checkbox"/> Administrative

Experience/Education and Skills	
Current employment status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Not Employed	
Current or most recent paid position held	
Are you currently a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate school and concentration:
Level <input type="checkbox"/> Freshmen <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate student	Areas of study:
Do you speak any other languages? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list language <input type="checkbox"/> Fluent <input type="checkbox"/> Semi-Fluent <input type="checkbox"/> Basic
Computer Skills/Software Used:	

Personal Information
Why are you interested in an internship in an internship at The Spartanburg County Foundation?

What specific experience would you like to gain through this internship?
Describe your long-term career goals:

Professional References	
Name	Relationship and contact info (e-mail and/or phone number)

Disclaimer and Signature	
I certify that my answers are true and complete to the best of my knowledge. If this application leads to an internship assignment, I understand that false or misleading information in my application may result in my release.	
Signature:	Date:

Please complete the application and return it to:

Internship Program
 The Spartanburg County Foundation
 424 E. Kennedy Street
 Spartanburg, SC 29302

You may also email the application to Hilary Lewis at hlewis@spcf.org.