



THE SPARTANBURG COUNTY FOUNDATION  
*Your Community Foundation*

## **Spartanburg Interfaith Alliance Intern Description**

### **POSITION:**

The Spartanburg Interfaith Alliance Intern is responsible for providing administrative support to the Spartanburg Interfaith Alliance, a network of clergy, lay leaders, and faith communities that have joined together for the purpose of contributing to the common good. The Alliance was formed in 2014 as a partnership between area clergy and The Spartanburg County Foundation with the central goal to serve as a resource hub for community engagement and create a network to leverage the faith community and its many assets to meet the needs of the greater Spartanburg County Community. The Spartanburg Interfaith Alliance Intern should have a desire and commitment to assist in building a collaborative process across differences and an interest in interfaith work. The Intern works under the direction of the Director of Grants and Initiatives of The Spartanburg County Foundation and the Chairs of the Spartanburg Interfaith Alliance, but may collaborate with other members of the Foundation and Alliance on various tasks and projects as time allows. The Spartanburg County Foundation will endeavor to provide the Spartanburg Interfaith Alliance Intern with meaningful assignments that contribute to an overall understanding of the profession and readiness for post-graduate employment.

### **RESPONSIBILITIES:**

- Plans, coordinates, and attends Spartanburg Interfaith Alliance Program of Events (secures venue and speaker, drafts agenda/program and evaluation, creates and distributes invitations and reminders, and coordinates details to ensure a successful event).
- Take photos at all Interfaith Alliance Events.
- Creates and distributes Interfaith Alliance e-newsletter.
- Identifies and secures breakfast sponsors for interfaith meeting events (as needed).
- Works with chairs to develop agendas for Steering Committee Meetings and serves as main point of communication with Steering Committee.
- Attends Steering Committee Meetings and prepares minutes.
- Coordinates meetings of the Chairs as needed.
- Assists with Community Thanksgiving Service planning and preparation.
- Monitors national trends and researches information regarding interfaith alliance best practices.
- Other duties and special projects as assigned by the Director of Grants and Initiatives or Chairs of the Spartanburg Interfaith Alliance.

### **QUALIFICATIONS:**

- College or Graduate student working toward a degree.
- Excellent oral and written communication skills.
- Strong knowledge of Microsoft Office software programs and ability to maximize the Internet as a research tool.
- 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**

- \$500 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](mailto:hlewis@spcf.org) or 864.582.0138.**