



THE SPARTANBURG COUNTY FOUNDATION
Your Community Foundation

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 Grants and Initiatives 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 Grants and Initiatives 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 Grants and Initiatives 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 Grants and Initiatives.

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.