



Administrative Intern Description

POSITION:

The Spartanburg County Foundation's Administrative Intern is responsible for providing administrative support to the Foundation. The Administrative Intern works under the direction of the Administrative 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 files, 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 kitchens, break rooms and work rooms 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 on an as needed basis.
- Other duties and special projects as assigned by the Executive Administrative Director 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:

- \$500 per semester for an average of 10 hours per week (one intern per semester)
- \$750 per semester for 15+ hours per week (one intern per semester)
- 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 Angela Tarpley at atarpley@spcf.org or 864.582.0138.