



## **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 Communications Officer, 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 aimed at improving the Foundation's communication effectiveness and development efforts.
- Assists in research, writing, proofreading, and assembling information for the Foundation's newsletters, annual report, website, social media, events, and other collaterals.
- 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 The Spartanburg County Foundation in 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 Officer.

### **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**

- \$500 per semester.
- Average 10 hours per week.
- Must commit to interning for a full 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](mailto:atarpley@spcf.org) or 864.582.0138.**