



## **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.

- 10-20 hours per week
- Must commit to interning for a full semester
- Must undergo background check and sign confidentiality agreement

### **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.

### **Job-related skills:**

- Excellent verbal and written communication skills
- Computer skills with proficiency in the use of Microsoft suite of tools
- Experience managing content scheduling using a digital content calendar
- Experience with Canva, Adobe Photoshop, InDesign, Illustrator and other digital content creative platforms
- Experience with Hootsuite
- Skilled in WordPress page development and design
- Willingness to learn new content platforms as needed to perform job duties
- Experience creating short videos using a variety of resources
- Experience crafting digital messages to targeted audiences

- Experience with Social Media platforms including but not limited to Facebook, LinkedIn, Twitter, Instagram
- Knowledge of Spartanburg County community, preferred
- Experience using Google analytics, preferred

### **Professional Qualities**

- Attention to detail, organized, accurate
- Ability to work independently/self-starter
- Exceptional writing and editing skills
- Ability to work independently and as part of a highly collaborative team
- Outstanding project management skills
- Applies ownership mentality to project management with attention to analyzing results
- Excellent organizational, interpersonal, and oral communication skills
- Dedication to quality and service
- Appreciation for diverse audiences
- Initiative, solid judgment, personal accountability, and the ability to manage multiple and complex projects to successful completion in a timely manner
- Ability to adapt to shifting priorities

### **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.