



**Communications and Finance
Assistant/Intern* (part-time) Description**

POSITION:

The Spartanburg County Foundation's Communications and Finance Assistant/Intern is responsible for providing support for the Foundation's internal and external communications, data entry and document scanning, and providing support for Foundation events. The assistant/intern works under the overall direction of the Communications Officer and Stewardship Officer.

DURATION: This assistant/intern position is available for 10 weeks during summer 2023 for approximately 14 hours per week. The Foundation will offer an up to 20 hour per week similar position for the fall and spring terms of the 2023-2024 school year. A successful candidate for the summer position is not guaranteed the fall/spring position.

PAY: \$10 per hour, paid monthly

RESPONSIBILITIES:

- Assist with marketing materials, email lists, eblasts, etc.;
- Assist with event/meeting room set-up
- Assist with data entry, mailings, document scanning and filing
- Supports the maintenance of the Foundation's digital filing system.
- May be involved in updating the Foundation's website and social media, which will include posting photos, videos, and information on Facebook, Twitter, YouTube, and other social media outlets.
- Other duties and special projects as assigned by the Communications Officer and Stewardship Officer.

QUALIFICATIONS:

- College or Graduate student working toward a degree in public relations, communications, journalism, or related degree program.
- Exhibits strong maturity and professionalism when interacting with staff and Foundation constituents.
- 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.

For more information contact Jamie Nesbitt at jnesbitt@spcf.org or 864.582.0138.

** Based upon a student's needs the body of work may be adjusted to meet both the student's and Foundation's goals.*