



Women Giving for Spartanburg Intern Position Description

POSITION:

The Women Giving for Spartanburg (WGFS) Intern is responsible for providing support to WGFS's Program Coordinator in the areas of marketing and events, grantmaking, and the overall administrative work of WGFS. The WGFS Intern works under the overall direction of WGFS's Program Coordinator, but may collaborate with other members of WGFS. WGFS will endeavor to provide the WGFS Intern with meaningful assignments that contribute to an overall understanding of the profession and readiness for post-graduate employment.

RESPONSIBILITIES:

Under the general supervision of the WGFS Program Coordinator, the student intern performs the following responsibilities:

- Prints and mails all invitations and e-newsletters to individuals who do not have email addresses.
- Assist with printing for all meetings and events.
- Makes sure all nametags are organized and ready for events.
- Assists with the execution of WGFS events.
- Updates new member packets as needed.
- Prints brochures, postcards, and other collateral materials.
- Assists WGFS Program Coordinator in updating and maintaining records.
- Assists Grants Committee with reviewing and corresponding with current and potential Grantees.
- Assists with miscellaneous tasks and other special projects as assigned.

QUALIFICATIONS:

- College or Graduate student working toward a degree.
- Excellent oral and written communication skills.
- Experience working with websites and social media.
- Knowledge of Microsoft Office software programs, Google programs, and Canva.
- Ability to work independently and to take initiative.
- Strong attention to details, ability to meet deadlines and good follow-through on tasks.

TIME REQUIREMENTS:

A *maximum* of 10 hours per week, flexible according to the student's schedule. Ability to attend Board meetings (usually the second Monday of each month at noon) and Grants Committee meetings (usually the first Tuesday of each month at 5:00pm) preferred.

For more information please contact Elizabeth-Kelly Pope at ElizabethKelly@WomenGivingSpartanburg.org or 864-431- 8466.