



## **COMMUNICATIONS INTERN**

### **POSITION SUMMARY**

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.

### **COMMITMENT REQUIREMENTS**

1. 10-20 hours per week
2. Must commit to interning for a full semester

### **ESSENTIAL FUNCTIONS**

1. Assists in research and evaluation aimed at improving the Foundation's communication effectiveness and development efforts.
2. Assists in research, writing, proofreading, and assembling information for the Foundation's newsletters, annual report, website, social media, events, and other collateral.
3. Organizes and maintains the Foundation's communication files (i.e., photos, media coverage, and electronic media files).
4. Assists with Foundation mailings (i.e., event invitations, letters to donors, and other direct mail).
5. Assists in updating the Foundation's website and social media, which will include posting photos, videos, and information on social media outlets.
6. Other duties and special projects assigned by the Communications Officer and Philanthropic Services team.
7. Assists with Administrative tasks when necessary

### **COMPETENCIES**

1. Must possess a keen attention to detail, advanced organizational skills, and display consistent accuracy in work.
2. Must have the ability to work both independently as well as part of a highly collaborative team.
3. Ability to complete a project from conception to completion is necessary.
4. Dedication to quality and service is needed.
5. Requires an ability to communicate effectively with diverse audiences.
6. Must possess an ability to adapt to shifting priorities.
7. Excellent verbal and written communication skills are required.

8. Must have proficiency in the use of the Microsoft suite of tools.
9. Experience with Canva, Adobe Photoshop, InDesign, Illustrator, and other digital content creative platforms, is helpful.
10. Experience with Hootsuite, or other social media marketing management tools is preferred.
11. Experience with WordPress webpage design and use of Google Analytics is preferred.
12. Experience creating short videos using a variety of resources is preferred.
13. Experience crafting digital messages to target audiences is preferred.
14. Knowledge of the Spartanburg County community is helpful.

#### **EDUCATION AND EXPERIENCE**

1. College or Graduate student working toward a degree in marketing, public relations, communications, journalism, or a related degree program.
2. Previous experience in a Communications role helpful.

#### **PHYSICAL DEMANDS**

1. Prolonged periods sitting at a desk and working on a computer.
2. Must be able to lift up to 25 pounds occasionally.
3. Must be able to navigate various departments of the organization's physical premises.

#### **EQUAL OPPORTUNITY STATEMENT:**

The Spartanburg County Foundation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, pregnancy (or medical needs arising from, or related to, pregnancy or childbirth), national origin, citizenship, disability, genetic information, veteran status, sexual orientation, gender identity, or any other characteristic protected by federal, state, or local laws. The Foundation strictly prohibits unlawful discrimination and harassment of any type.

This policy applies to all terms and conditions of employment, including (but not limited to) recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.