



## **Women Giving for Spartanburg Intern Position Description**

### **POSITION:**

The Women Giving for Spartanburg (WGFS) Intern is responsible for providing support to WGFS's Program Liaison in the areas of marketing and events, grantmaking, and the overall administrative work of WGFS. There will also be opportunities for the Intern to assist The Spartanburg County Foundation with various tasks and projects as time allows. The WGFS Intern works under the overall direction of WGFS's Program Liaison, but may collaborate with other members of WGFS and Foundation staff. Both WGFS and The Spartanburg County Foundation 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 Liaison, the student intern performs the following responsibilities:

- Prints and mails all invitations and e-newsletters to individuals who do not have email addresses.
- Researches best practice information regarding other giving circles.
- In coordination with Membership Chair, creates name tags for all events.
- Assists Events Chair and Membership Chair with the execution of WGFS events
- Uploads WGFS videos to YouTube.
- Prints stickers as needed for new member packets
- Prints brochures, postcards, and other collateral materials.
- Prints listing of grantees for Annual Meeting and Grant Award Ceremony.
- Assists WGFS Program Liaison with membership mailings.
- Collects information for human interest stories, consolidates information for Annual Luncheon, and writes articles for the website.
- Assists in areas of the grantmaking process, including proposal reviews, site visits, evaluations, ballot processing, grant awards, etc.
- Assists WGFS Program Liaison in maintaining records in both the WGFS membership and grants management systems.
- Assists with miscellaneous tasks and other special projects as assigned by the WGFS Program Liaison and/or Executive Committee, SCF Communications Officer, or other Foundation Staff.

### **QUALIFICATIONS:**

- College or Graduate student working toward a degree.
- Excellent oral and written communication skills.
- Experience working with websites and social media.
- Strong knowledge of Microsoft Office software programs and the Internet. Knowledge of Adobe software is a plus.
- 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.

### **TIME REQUIREMENTS:**

A *minimum* of 10 hours per week, flexible according to the student's schedule.

**For more information please contact Jasmine Stewart at [jstewart@spcf.org](mailto:jstewart@spcf.org) or 864.582.0138**