

# COASTAL COMMUNITY FOUNDATION OF SOUTH CAROLINA INTERN JOB DESCRIPTION

Position Title: Project Intern – Social Venture Partners Charleston

## Benefits/Goals

- Offers unique opportunity to work with a diverse group of individuals and donors committed to building a community of philanthropists and strong sustainable nonprofits.
- Provides Social Venture Partners Charleston, a social venture philanthropy group housed at Coastal Community Foundation, with dedicated support for its mission, vision and values.
- Increases knowledge of non-profit organizations and social venture philanthropy's community impact.
- A myriad of opportunities to use writing, research, creative and analytical skills.

## Proposed Activities (with anticipated percentage of time)

- Support internal and external communication to support partner recruitment and retention; (20%)
- Research and draft recruitment and retention program for engaged donors; (20%)
- Assist in planning and execution of community events; (20%)
- Support collection and evaluation of data from capacity building efforts; (10%)
- Update and create content for website and e-newsletter on regular basis; (10%)
- Investigate and prepare draft case studies of investments; (10%)
- Attend meetings and take minutes; (5%)
- Other administrative duties as needed. (5%)

## Time Frame

Fall 2016

Minimum of 10 and a maximum of 20 hours per week

## Work Schedule

Negotiable

Bi-monthly Partnership Meetings, the 4<sup>th</sup> Thursday of the month from 4:00—6:00 PM, required.

## Qualifications

- Must be able to communicate with community leaders, donors, nonprofit organizations, and the general public in a courteous, helpful and respectful manner, with everyone given equal consideration.
- Must be pursuing a college degree and have an interest in the non-profit community;
- Must possess strong written and oral communication skills;
- Must be technically proficient in Microsoft Office Suite;
- Must be able to work independently on assigned projects, and complete them effectively and on time.
- Must have familiarity with Wordpress and Vertical Response, or similar.

## Contact

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