



COASTAL COMMUNITY FOUNDATION

OF SOUTH CAROLINA

Give Back. Look Forward.

Coastal Community Foundation of South Carolina

635 Rutledge Avenue Charleston, South Carolina 29403

Phone: (843) 723-3635

Monica@CoastalCommunityFoundation.org

Communications Intern

As of: November 25, 2015

Hired By: Chief Operating Officer **Paygrade:** 1
Reports To: Communications & Diversity Officer
Status: Non-Exempt, Part-Time Employee
Application Due: Please submit a resume and cover letter by Friday, January 8th @ 5 p.m. to Monica@CoastalCommunityFoundation.org.

Job Summary

The Communications Intern position is a part-time, hourly position and reports directly to the Communications & Diversity Officer. The Communications Intern is responsible for assisting with the print and electronic communications and public relation efforts of Coastal Community Foundation.

The Communications Intern may assist with researching best practices, tracking the impact of communications efforts and project management of special initiatives and events. Priority will be given to drafting copy for press releases and advertisements, researching and writing stories for publications, creating content for social media accounts and other projects as assigned.

The Communications Intern will be expected to work between 15-20 hours per week. The Communications Intern earns an hourly wage of \$10/hour.

Communications Intern Responsibilities

- Drafts copy for press releases announcing grant program cycles and grant award announcements; works directly with Grants and Program Staff to identify highlights of each program to serve as “grant impact” feature of release.
- Draft copy for advertisements to increase community knowledge of the Foundation’s donor services and strategically share donor stories.
- Drafts copy for multiple Foundation publications; works closely with Grants and Program Staff to solicit stories for planned communications.



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- Contributes content to Foundation social media outlets including but not limited to the Foundation blog, Twitter, Instagram, LinkedIn and Facebook accounts.
- Gather and help maintain biographical files for Fund Establishers.
- Archives earned media mentions, Foundation publications and photographs.
- Assist in formatting basic layout and production of newsletters, forms, flyers, and other Foundation-related collateral as needed.
- Assist with special events and community projects as needed.

General Responsibilities

- Assist donors, Board members, grantees, Professional Advisors, and the general public in a courteous, helpful, and respectful manner.
- Support the Coastal Community Foundation's practice of encouraging diversity, equity, and inclusiveness.
- Pursue and apply professional and academic knowledge as necessary for the position.

Knowledge, skills, experience, and education needed

- Must be pursuing a college degree.
- Must be proficient in Microsoft Office Suite.
- Excellent verbal, interpersonal, writing, organizational, and communication skills a must with the ability to multi-task.
- Must be able to work in a fast-paced production environment with proven success handling overlapping deadlines.
- Proficiency in social media tools: Facebook, Twitter, YouTube, LinkedIn, blogs, etc.
- Video editing capability or Adobe Creative Suite knowledge a plus.