

## **Communications and Events Unpaid Summer Internship**

### **Description:**

Looking for opportunities to build your resume and gain real world experience? Roper Mountain Science Center is accepting applications for college interns interested in gaining key skills to support your future career. We are looking for a talented, motivated intern to help promote Roper Mountain. Job duties include assisting with creating marketing materials, managing social media accounts, and working on special summer events to track data for grant reports and other marketing uses. This is a hands-on, face-to-face, marketing position; you must feel comfortable talking to strangers both in person and on the phone. The ideal candidate has a lot of energy, a strong work ethic and the ability to solve problems on his / her feet. At the conclusion of your internship you will gain knowledge in non-profit fundraising, marketing, public relations, event planning / management, and more! Please note that this is an unpaid internship.

### **Internship Duties May Include:**

- Assist in correspondence with and relationship building of donors and members.
- Track and manage data.
- Aid in research and further development of prospective supporters.
- Compose correspondence that will be sent via mail, e-mail and social media to a variety of audiences.
- Create lists and generate reports for fundraising and event planning purposes.
- Compose media pieces as needed for events.
- Other tasks as assigned.

### **Requirements & Qualifications:**

- Student currently enrolled in Marketing / Communications degree program (credit given upon completion of internship).
- Exceptional written and verbal communication skills required.
- Exceptional organizational and project coordination skills.
- Exceptional time management skills.
- Great computer and phone skills.
- Must be creative, and can think outside the box.
- Availability of at least 15 hours per week.

### **To Inquire, Please Send Your Resume and Cover Letter to [ALenar@greenville.k12.sc.us](mailto:ALenar@greenville.k12.sc.us) Documenting:**

- Professional and volunteer experience
- Number of credit hours required for internship, if applicable
- Internship Start / End Dates and number of hours available to work
- What you wish to gain from the internship

### **Working Days:**

- Tuesday – Friday
- Some Saturdays

### **Hours:**

- 9 a.m. to 3 p.m.