The Greater PineBelt Community Foundation
STUDENT INTERNSHIP

The Greater PineBelt Community Foundation (GPCF) student internship program is designed to provide students with a learning environment and an opportunity to have practical experience while pursuing a degree. Interns will be supervised regularly, including the periodic review of their performance.

Students are responsible for completing specific projects assigned by the Executive Director of The Greater PineBelt Community Foundation. Projects will be centered around community and economic development, marketing, public relations, business development, and working towards a national certification program.

The PineBelt Foundation is a 501(c)(3), public charitable organization, created by local citizens to bring caring people and charitable endeavors together for the betterment of the Pine Belt region. Our mission is to build better communities through philanthropy. Our vision is to enhance the quality of life by building a permanent source of charitable dollars to invest in our community.

The student’s advisor will determine credit hours earned. No salary or stipend is offered through this internship program.

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**Internship Profile:** The PineBelt Community Foundation Intern is responsible for assisting the Foundation Staff in all aspects of the day-to-day operations. For a complete job description, please contact the PineBelt Community Foundation.

**Education/Experience Requirements:** Students selected for participation in the internship program will be selected according to the following criteria:

**Major Field of Study - Interns must be majoring in the following fields:**
Marketing | Advertising | Public Relations | Journalism | Communications | Business | Economic Development
Master’s Degree Students preferred.

**Position Requirements**
- Must have solid written and verbal communication skills
- Only students who are serious about developing their skills in public relations, journalism, marketing, economic development or business will be allowed to intern with the PineBelt Foundation.
- Students should have a 3.2 or higher GPA.
- The PineBelt Foundation will give preference to students working on their Master’s Degree.
- Must have extensive knowledge of Microsoft programs and other software
- Must be passionate about non-profit work in the Pine Belt area
- Must be able to effectively interact staff members, board of director members, donor representatives, and community leaders
Interview
All candidates will be interviewed by the Executive Director of the GPCF. Candidates must bring a resume and portfolio for review. Class assignments, freelance projects, school publications, etc. will be considered during the selection process.

Responsibility of Participating Intern:
- Get approval from your faculty advisor
- Work out the details of your internship with your advisor before you seek academic credit (i.e. how many hours per week will be required, reporting responsibilities, etc.)
- When the internship is completed, you must turn in all appropriate materials to your advisor
- Commit to a schedule (discuss with Executive Director)
- Work thoroughly on projects as assigned

The Greater PineBelt Community Foundation
APPLICATION FOR INTERNSHIP

Name: ____________________________________________ Date: ________________

Address: __________________________________________________________________________________

________________________________________________________________________________________

Telephone Number: ___________________________ Cell Number: __________________________

Email Address: ____________________________________________________________________________

Major: __________________________ Date of Graduation: ______________________________

Requested Semester of internship ______________________________

Anticipated Working Hours ______________________________

Faculty Advisor________________________________________________

Please attach resume.

For more information or to submit an application, call or mail the attached form to:

Theresa Erickson, Executive Director
The Greater PineBelt Community Foundation
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www.Facebook.com/PineBeltFoundation
THE GREATER PINEBELT COMMUNITY FOUNDATION
INTERN JOB DESCRIPTION 2016

NAME: ________________________________

PREFERRED QUALIFICATIONS:
Intern candidates must be at least a junior studying in any of the following areas: journalism, marketing, public relations, business, economic development, or nonprofit studies; prefer a Master’s Degree student. They should hold an average GPA of 3.2 or better. Interns must have experience in journalistic writing.

NOTE:
This document is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of duties, skills, and responsibilities required of personnel so classified. It is possible that the GPCF will develop a specific project for an intern – this will be determined at the time of placement.

RESPONSIBILITIES:

1) Work with Executive Director to develop Annual Report, including creating a new layout

2) Help with our Social Media efforts

3) Develop Fliers for Fund Representatives

4) Create a video of the Foundation (how it started and focus on the stories of our Fund Representatives)

5) Assist with the development of our nonprofit endowments

6) Develop Campaign for MS Day of Giving

7) Develop a Donor’s Guide

8) Create a “Endowment Building Program Guide”

9) Assist with event planning especially with Community Foundation Week

10) Help Sell Investment Forecast Sponsorships

11) Write for the E-newsletter

12) Assist with the Website Development
    - Add photos to as many as possible under Fund List – example: add the Sacred Heart Church and School photos to their Fund description
13) Work with the Communications Committee – help develop press releases and fliers for fund representatives

14) Any other duties as assigned by the Executive Director