THE GREATER PINEBELT COMMUNITY FOUNDATION
INTERN JOB DESCRIPTION 2016

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. They should hold an average GPA of 3.2 or better. They must have solid written and verbal communication skills. Preference given to students obtaining a minor in nonprofit studies.

NOTE:
This internship will introduce those selected to the roles community foundations and philanthropy play in our community’s quality of life. The experience will build project management, communication, creative, and organizational skills. The Greater PineBelt Community Foundation internship program is intended to provide real-life work experience for students wishing to advance their educational and personal development.

RESPONSIBILITIES:

• Attend at least one board meeting tentatively scheduled for Nov. 9\textsuperscript{th} at 11:30-1:00 and all sub-committee meetings, Aug. 24, Sept. 19, Oct. 4, Oct. 12, Oct. 24, Nov 9, tentatively scheduled for 11:00.

• Assist in planning four fundraising events. Must be available to attend evening fundraiser on Oct. 19 and Nov. 9\textsuperscript{th}.

• Help with the development of fliers for Fund Representatives, monthly newsletters, and press releases

• Work together with the current donor relations coordinator on PARTNERS campaign, FRIENDS campaign, and Corporate Sponsors campaign

• Help with marketing on events, funds, and the Greater PineBelt Community Foundation

• Attend weekly staff meeting scheduled for Monday afternoon at 2:00

• Collaborate with staff on new ideas to grow our current endowment and Design a campaign based on these ideas

Start Date: Fall Semester 2017

Hours: 8-12 hours/week, preferably twice a week in the office, attendance at meetings will count towards your hours

Compensation: This is an unpaid internship