



The Center for Women (C4W) is a 501(c)3 non-profit organization that serves to help educate and advocate so that women in South Carolina have economic success and are leaders in their professional, community and personal lives. The Center wants to see South Carolina women connect for success! Through its mix of educational and networking opportunities, training and development workshops, mentoring, programs, services and special events, the C4W facilitates South Carolina women in building better lives for themselves, their families, organizations, employers, and communities. Here at the C4W we focus on three different areas: Awareness and Advocacy, Financial Management and Entrepreneurship, and Leadership and Development.

Internship

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Description:

ion:

Program/

Admin

Internship

p 5-20

hours per

week

Uncompensated

Internship

Internship

p

Objective: Assists Center for Women in achieving the mission of educating and advocating so that women in South Carolina have economic success and are leaders in their professional, community and personal lives.

Job Description:

Administrative support:

Assists with

mass

mailings

mailings

Update e-Newsletter mailing lists

Maintain attendance lists for C4W and

SCWBC events Assists with preparation

for C4W and SCWBC events

Receptionist:

Answers phones and greets walk in visitors

Provides information about C4W and SCWBC including event, program and membership information. Provides referrals to community groups

Events/Programs:

Assists with all aspects of coordinating C4W events and programs Attends and staffs C4W events and programs as needed

Media:

Updates C4W events and events

information on website Assists with creative routine blog posts

Assists with the creation/editing presentations, e-Newsletters, and other office documents for C4W and SCWBC