

Now Hiring Interns – Trident United Way

[Trident United Way](#) (location: [6296 Rivers Ave, North Charleston](#)) is looking for students to fill 2 internship positions in the following areas: 1) Social Media & Graphic Design, and 2) Special Events/Marketing Communications. Trident United Way is the organization in the Lowcountry that works to solve the most critical problems facing our community. The Marketing & Communications division of Trident United Way performs the full spectrum of communications functions, including graphic design, public relations, social media, media relations, publications, marketing, advertising, event management and website management. Read below for more information about the positions --

Social Media & Graphic Design Intern

Reports To:

Marketing Coordinator and would have exposure and some guidance to the graphic designer at Chernoff Newman, our pro-bono advertising agency

Status:

Intern, part-time up to 20 hours per week, Mon-Fri, 8:30am-5pm (Spring 2015)

Purpose of Position:

This is an internship within Trident United Way's Marketing & Communications division. Primary responsibilities will include supporting Marketing & Communications Division team members with graphic design requests including creating graphics for social media, website, event invitations, event programs, collateral materials and more. The intern will also assist with @TridentUWay on Twitter and the Trident United Way page on Facebook.

General Duties and Responsibilities:

- Assist in writing social media content and monitoring social media platforms
- Work closely with Marketing & Communications division team members to translate Trident United Way's messaging concepts into marketing materials
- Collaboration on design projects resulting in clear, engaging graphics, and brand identity compliant communications. Projects may include branded collateral materials, logos, direct mail pieces, website and social media graphics, posters, flyers, special event photos and other marketing materials as needed.
- Assist with editing, proof reading and communication of changes on projects that originate with our agency or other graphic designer.

Position Requirements:

- Bachelor's degree-seeking student; Graphic Design, Public Relations, Communications or related field preferred
- Minimum of two years of college required
- Proficient in Adobe InDesign, Illustrator and Photoshop
- Experience managing a non-personal Twitter or Facebook account
- Exceptional organization skills and detail-oriented
- Excellent time management skills

- Ability to work independently as well as in partnership with team
- Ability to define and work to deadlines
- Excellent interpersonal, verbal and written communication skills
- Sound judgment, discretion, promptness and commitment
- Up to 20 hours per week
- Minimum of one semester commitment required
- Ability to occasionally work outside of regular office hours of 8:30AM- 5:00AM
- Must have reliable transportation
- Successfully author words and images to create engaging and mission-focused messaging on social media as well as for use in collateral materials
- Develop a strategic understanding of how to effectively leverage images across multiple mediums
- Identify and implement the elements of a developing social media strategy coordinated across multiple platforms
- Develop a keen eye for branding standards and consistency
- Gain an introductory understanding of nonprofits, philanthropy and issues of education, financial stability and health in the local community

To apply, please send resume, cover letter, and unofficial copy of transcript to the Human Resources department: hrmail@tuw.org

Special Events/Marketing Communications Intern

Status:

Intern, part-time up to 20 hours per week, Mon-Fri, 8:30am-5pm (Spring 2015)

General Duties and Responsibilities:

Event Planning

- Assist the Events & Communication Coordinator in the planning and execution of events that demonstrate and exemplify the mission and community impact of Trident United Way in coordination with volunteer committees.
- Attend events as needed and oversee development and implementation of all logistical requirements, including the registration process.
- Assist in project management event details to include: creating and processing invitations, tracking RSVPs, creating “Run of Show” documents, tracking attendance, and coordinating event closeout/follow-up. Event preparation will also include assisting with nametags, decor, food, materials, speaker and vendor coordination.
- Assist the Events & Communication Coordinator and Major Gift Officers with coordination and management of special events, meetings and activities.

Support to Affinity Groups

- Provide support to the Events & Communication Coordinator to include preparing agendas, assembling key documents and PowerPoints, tracking RSVPs, taking minutes, etc. for Affinity Group committee meetings.

- Work with the Events & Communication Coordinator to create the monthly newsletters.
- As needed, provide research, background information and best practices for donor outreach to include Affinity Groups, Loyal Contributors, and Tocqueville Society & Leadership Giving donors.

Position Requirements:

- Bachelor's degree-seeking student; Public Relations, Communications, or related field preferred
- Minimum of two years of college required
- Related experience with an emphasis on event planning, networking, and marketing communications preferred
- Exceptional attention to detail & logistics
- Graphic design experience a plus (Adobe InDesign)
- Excellent interpersonal, verbal and written communication skills
- Sound judgment, discretion, promptness/work ethic and commitment
- 20 hours per week
- Minimum of one semester commitment required with two semesters preferred
- Ability to occasionally work outside of regular office hours of 8:30AM- 5:00PM for special events
- Must have reliable transportation
- Learn the process of event planning from initial conception through delivery
- Learn to develop meaningful content to communicate with stakeholders
- Develop project management skills
- Learn event budget management skills
- Learn donor relation skills

To apply, please send resume, cover letter, and unofficial copy of transcript to the Human Resources department: hmail@tuw.org