



Foundation Intern – Summer 2024

The Carbon County Community Foundation welcomes applications from qualified candidates for the Summer 2024 **Foundation Intern** position. This opportunity is being offered in partnership with the Carbon County Workforce Training Office's 2024 Summer Youth Employment Program. Candidates must reside in Carbon County, PA, and must be between the ages of 14-24.

The internship is a great opportunity for students interested in learning about and working in the nonprofit or public sectors and getting behind-the-scenes experience at a successful Community Foundation responsible for a multi-million dollar portfolio. Students should have a specific interest in marketing and communications, social media, public relations, grants management, and events. This is a paid position (\$10.35/hr), part-time (25-30 hrs/wk) with the potential for up to full-time (40 hrs/wk). Occasional evenings and weekends as needed.

Responsibilities include:

- Assist with the administration of the Foundation portfolio of 40+ charitable funds.
- With President & CEO, plan and execute events and meetings as needed
- Write and distribute press releases and media updates as needed
- Develop and deploy content to our existing social media platforms (Instagram, Facebook, LinkedIn) and website (page updates, blog posts, emails to subscribers)
- Assist with the coordination of grants through the lifecycle, including pre-award grant assessment rubrics, award and award letters, and post-award reporting.
- Create content and templates for award letters and donor letters.
- Coordinate Foundation calendar including community outreach, fundraising, and events.
- Other duties as assigned and as identified by you – **this is an opportunity to learn, so any skills or projects you want to try, we are open to giving you the freedom to do so**

Preferred Skills include:

- Current or intended major in marketing, journalism, advertising, public relations, business, nonprofit management, or a communications-related field;
- Customer service experience with proven ability to problem solve
- Some social media management experience
- Strong written and verbal communication skills
- Attention to detail and a high motivation to learn
- Comfortable working with Microsoft Office
- Energetic, creative, resilient, and team-oriented
- Access to reliable transportation, if not a licensed driver with a vehicle

To apply, please submit a cover letter and resume via email to director@cccfoundpa.org.

For more information, please contact Sharon Alexander at the Carbon County Community Foundation at 610-730-2526 or director@cccfoundpa.org.