CENTRAL CAROLINA
COMMUNITY FOUNDATION

Communications Intern

Central Carolina Community Foundation
Location: Columbia, SC | **Position Type:** Internship, In-Person Role
Duration: 2027 Spring Semester, minimum 16 weeks; begins no later January 18, 2027, and ends no earlier than May 6, 2027
Reports To: Director of Communications & Public Engagement

Position Summary

The Communications Intern supports the communications and public engagement efforts of Central Carolina Community Foundation. This semester-based position offers a student hands-on experience in nonprofit communications, storytelling, digital media, and marketing while contributing to the Foundation's mission of promoting, increasing, and facilitating philanthropy across the Midlands.

For Spring 2027, we are particularly interested in candidates with experience in video production and editing who can help us create engaging video content that tells the stories of the Foundation, our nonprofit partners, and the communities we serve. The intern will work closely with the Communications Associate and Director of Communications & Public Engagement on video projects and a broad range of communications activities.

Key Responsibilities

Communications and Multimedia Storytelling

- Assist in developing, writing, and editing content for newsletters, blog posts, social media, and the Foundation's website.
- Assist with creation of social media content consistent with the Foundation's voice and priorities.
- Research and conduct interviews to develop stories highlighting the Foundation's impact, partners, and initiatives.
- Capture video footage and produce edited videos, including short-form content for social media and other digital platforms.
- Capture photographs and develop other multimedia content to support the Foundation's communications.
- Proofread and edit communications materials, including press releases and marketing collateral.

Content Strategy and Analytics

- Assist with implementing communications plans and campaigns across digital platforms.
- Track and analyze newsletter, social media, and website performance metrics.
- Share observations and recommendations to improve audience engagement and reach.

Public Engagement Support

- Support the planning and execution of Foundation events and initiatives, including on-site photography, video production, and social media coverage.
- Assist with communications and event coverage for Midlands Gives Day and other spring initiatives.
- Represent the Foundation professionally in interactions with community members, partners, and stakeholders.

Organizational and Administrative Support

- Organize and maintain communications assets, including photos, videos, and media coverage.
- Help maintain content calendars, coordinate projects, and meet deadlines.
- Support other communications-related projects and team needs, including other duties as assigned.

Required Qualifications

- Currently enrolled in a postsecondary educational institution or formally accepted into a postsecondary degree program. Students between terms or degree programs may qualify with confirmed upcoming enrollment.
- Strong written and verbal communication skills, with attention to detail and accuracy.
- Interest in storytelling, nonprofit communications, and community impact.
- Familiarity with social media platforms and digital content creation.
- Ability to work independently, manage multiple assignments, meet deadlines, and learn new tools.
- Strong organizational skills and a willingness to collaborate with colleagues across the Foundation.
- Valid driver's license and reliable transportation.
- Ability to pass a criminal background check.

Preferred Qualifications

- Experience in video production and/or editing, including creating short-form videos for social media and other digital platforms.
- Familiarity with video editing software.
- Experience with photography, graphic design, Canva, Adobe Creative Suite, or other creative software.
- Coursework or experience in communications, public relations, marketing, journalism, film/media production, or a related field.

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Schedule & Compensation

- This is a paid, hourly, part-time employee position, with biweekly pay through the Foundation's payroll system and applicable tax withholding.
- Compensation is $13 per hour for undergraduate students and $14 per hour for graduate students.
- The internship requires 20–30 hours per biweekly pay period, according to a regular schedule established with the supervisor.
- All work, including meetings, training, and events, is paid and counts toward the maximum of 30 hours per biweekly pay period.
- The internship is conducted in person, with no routine remote work arrangement during the first semester.
- Occasional evening or special event assignments may be included within approved work hours.
- With supervisory approval, schedules may be adjusted to accommodate academic holidays, exams, and other school commitments.
- The intern is expected to maintain consistent attendance and communicate scheduling needs or changes in advance.

Internship Duration

- The Spring 2027 internship will last a minimum of 16 weeks.
- The internship will begin no later than the third week of January and conclude no earlier than the first week of May, allowing for participation in Midlands Gives Day.
- Internships are structured on a semester-by-semester basis, with no automatic commitment or expectation of continuation beyond Spring 2027.
- Any opportunity to continue for a subsequent semester will be considered based on mutual interest, performance, organizational needs, funding, and continued eligibility, and will require a new offer letter.

Professional Learning and Development

The Foundation is committed to providing a learning experience that complements the intern's academic studies and professional interests. Opportunities will include:

- Orientation to the Foundation, its mission, programs, and operations.
- Training in Microsoft 365 and communications tools relevant to assigned responsibilities.
- Establishment of individual learning goals in collaboration with the supervisor.
- Regular supervisory check-ins, feedback, and professional development conversations.
- Participation in at least one Board of Trustees meeting and one staff meeting.
- Opportunities to learn about the work of other departments and the broader community foundation field.
- A concluding reflection and evaluation of the internship experience.

All required training, meetings, and professional development activities will take place during paid work hours.

How to Apply

Interested candidates should email a résumé and portfolio or relevant work samples to kate@yourfoundation.org **with the subject line "Communications Intern."** Candidates with video production or editing experience are especially encouraged to include links to video projects or examples of their work.

About Central Carolina Community Foundation

Central Carolina Community Foundation connects and mobilizes people and resources to strengthen our community. The Foundation partners with donors to turn their passions into meaningful impact through charitable funds, strategic giving, and support for nonprofit organizations across the Midlands and beyond. Through grants, partnerships, and community leadership, the Foundation advances solutions that address the region's most pressing challenges. Learn more at YourFoundation.org.

Central Carolina Community Foundation is an equal opportunity employer and uses E-Verify to verify employment eligibility for everyone it hires.