

Be The One



The Community Foundation of Sarasota County seeks a dynamic:

Communications Intern – 2022 Giving Challenge

The Communications Intern will assist the Vice President of Strategy and Communications with marketing and communications projects related to the Community Foundation of Sarasota County's 24-hour giving day, the 2022 Giving Challenge which returns Spring 2022. The internship position will assist with copy creation, development of graphics, gathering of video/photography and related materials, coordinating website updates, and planning and implementing a social media campaign strategy.

The Communications Internship is a paid internship designed to provide opportunities for personal and professional growth through hands-on learning experiences and appropriate training exposure.

Essential Functions:

Under the direction of the Vice President of Strategy and Communications, alongside the Manager of Communications and Marketing, the Communications Intern responsibilities will include:

1. Coordinate and proofread materials for the 2022 Giving Challenge, which may include brochures, flyers, newsletters (print and digital), or other related presentations that uphold the brand of the organization and share its impact
2. Contribute to and update website, electronic communications, and curate social media content and strategy (e.g. develop editorial calendar, graphics, etc.)
3. Organize visual assets and develop new photography and video opportunities
4. Manage administrative needs of the department related to the 2022 Giving Challenge
5. Participate in appropriate related events (in-person, virtual, or hybrid), especially during the 24-hour give day from noon to noon, April 26-27
6. Become an ambassador of the organization's mission and uphold its brand promise
7. Attend related staff meetings (in-person, virtual, or hybrid)
8. Other related responsibilities as assigned

Potential Skill Development and Opportunities:

1. Exposure to processes and practices used in community foundations resulting in engagement with a community including grantees, donors, media and volunteers
2. Gain experience in developing and facilitating meetings

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3. Learn to work as part of a collaborative team
4. Gain experience in omni-channel marketing and communications, including creation of a supportive social media campaign
5. Become comfortable interviewing community leaders as well as engaging with volunteers and donors
6. Receive related supervision, coaching, mentoring, and training opportunities
7. Career exploration including:
 - a. Opportunities to build your professional network
 - b. Become familiar with the philanthropic and nonprofit community in Sarasota, Manatee, Charlotte, and DeSoto counties
 - c. Become familiar with the “behind-the-scenes” processes of one of the largest community foundations in Florida, who is also in the top 10% nationally
 - d. Learn and experience the strategy (and excitement) behind one of the largest giving days in the country

Internship Qualifications:

1. Must be a current undergraduate college student. Preference may be given to current sophomores and juniors; however, current freshman and seniors are also invited to apply
2. Preference may be given to students in the field of journalism, communications, marketing, creative writing, public relations, and/or to students with a strong career interest in the nonprofit or philanthropy sectors
3. Must possess good communications skills (both oral, visual, and written) and should have an ability to set priorities, manage multiple tasks, and meet deadlines
4. Familiarity with social media platforms and best practices for creating engaging content with audiences
5. Ability to collaborate and work well in cross-functional teams
6. Ability to relate to staff in a positive, professional manner

Technology Qualifications:

1. Working knowledge of Microsoft Office Suite including Word, Excel, and PowerPoint
2. Ability to self-support for basic computer and network problems
3. Optional: Proficiency with social media scheduling software (e.g. Hootsuite, Sprout Social) and basic graphic design software (e.g. Canva)

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Internship Work Hours and Dates:

1. The internship is expected to coincide with the Fall and Spring semester dates- beginning in mid-October 2021 and continuing until May 2022
2. Approximately 5-10 hours per week during regular office hours of 8:30am to 5pm
3. Two continuous days per week (prefer Tuesday, Wednesday, Thursday)

General Performance Standards and Expectations:

In addition to satisfactory performance on all the essential job duties and responsibilities for this job (paid internship), the Community Foundation of Sarasota County employees will strive to demonstrate our service philosophy of P.R.I.D.E in excellence to our internal and external constituents.

Purposeful Worker:

- Goal Oriented
- Gets job done within deadlines
- Self-Motivated
- Takes Ownership
- Accountable
- Maintains required technical skills
- Calm under stress

Respect:

- Respect for importance of everyone
- Empathetic Listener
- Ask and listen
- Provides excellent customer service, both internal & external
- Demonstrates qualities of a Servant Leader
- Under promises and over delivers
- Authentic, honest, genuine

Inspirational:

- Curious about new information
- Creative, independent thinker

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- Problem solver, thinks outside the box
- Continuous learner
- Dedicated Team Player:
- Works well across disciplines
- Adaptable to change
- Listens to others' ideas
- Accepts different assignments

Enthusiastic:

- Excited about the Community Foundation's mission and vision
- Optimistic, positive attitude

All interested candidates should complete an application through the Community Foundation's website and include a current resume, cover letter, and writing sample or portfolio.

Please apply online at www.cfsarasota.org/careers