Position:  Communications Intern (unpaid internship – academic credit available)

Supervisors:  Ann Looper Pryor ’83, Vice President, Alumni Affairs
Lauren Hurlock ’14, Assistant Director, Marketing and Communications

Term of position:  Spring semester, 15 hours per week.

Benefits:  This internship will provide excellent, documentable experience in non-profit communications, including e-newsletters, social media, direct email and mail projects, and for seniors, a complimentary ticket to A Charleston Affair, Saturday, May 6, 2017.

Job tasks and responsibilities may include any and/or all of the following:

• Assist in creating, editing, and distributing e-newsletters for the Alumni Association, individual schools (Business, HSS, SSM, etc.), departments (political science, real estate, etc.), and programs;
• Develop messaging and graphics for the Alumni Association’s social media accounts, including: Facebook, LinkedIn, Instagram, and Twitter;
• Assist with direct email and mail communications to alumni promoting events (Athletics, Cougar Club, Cougar Trail, Spring Alumni Weekend, etc.);
• Assist with Spring Alumni Weekend events, May 5-7; and,
• Other duties as assigned.

Qualifications:  Qualified candidates must:

• Possess a strong knowledge of social media, particularly LinkedIn.
• Have strong skills with Microsoft Excel and Word and must possess strong written, verbal, and interpersonal communication skills.
• Familiarity with database management is a plus, although the candidate selected will receive training in Blackbaud’s Raisers Edge project.
• The ideal candidate must be dependable and display a positive, professional demeanor with staff, alumni, students, and others.

To apply:  Send cover letter and résumé to Lauren Hurlock at ljhurloc@cofc.edu.  Applications will be accepted until the internship is filled.  No phone calls, please.

About the Alumni Association:  The College of Charleston Alumni Association, an international organization of graduates and former students, has been in continuous operation since June 13, 1888.  It comprises more than 80,000 members and 40 regional chapters.  The purpose of the Association is “to manifest interest in, and to promote the welfare of, the College of Charleston.”