



Palmetto Goodwill is a nonprofit social service organization whose mission is *to help people achieve their full potential through the dignity and power of work*. Over 91 percent of Goodwill's revenue goes to fund mission related services. Goodwill serves their mission by providing career counseling, job training, and other employment related programs to people with barriers to employment.

Position: Business Services Intern

Purpose: To further the mission of Palmetto Goodwill by assisting with the Sales, Marketing of Goodwill Programs, including but not limited to GoodPeople Staffing Services

Responsibilities:

- Assist Sales managers with prospect lists, identifying employers that are looking to hire
- GoodPeople Staffing grassroots marketing efforts including event attendance and hosting at trade fairs, and introducing community leaders to GoodPeople Staffing and Career Development Center
- Creating presentations for internal and external meetings
- Volunteer recruitment, training and management. Screening (interviews, required background checks, etc.) and matching volunteers to needs and opportunities.
- Assist in management of Hire Me events
- Follow-up with Hire Me candidates to create pool of success stories for Marketing team
- Assist VP, Mission Services with related projects

General Requirements:

- Working toward a college degree in related field (i.e. Business, Sales, Political Science, Non-Profits, Marketing, Communication or Public Relations)
- Must have working knowledge of Microsoft Office. Adobe Creative Suite and knowledge of graphic design a plus.
- Must be enthusiastic about community development and working with people of diverse backgrounds. Spanish a plus.
- Must be an effective communicator, both written and verbal
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- This internship is open to all majors; emphasis on Nonprofit Management, Fundraising, Event Planning, Business Administration, Operations Management, and Project Management.

Hours: Schedule is flexible but hours must be between 8am and 5pm Monday – Friday. A minimum of 240 hour commitment and a full 12-week semester required.

Contact: Vanessa Gongora, Director of Business Services at vgongora@palmettogoodwill.org



Marketing Intern Job Description

Goodwill Industries of Lower South Carolina is a nonprofit social service organization whose mission is to *help people achieve their full potential through the dignity and power of work*. Over 90 percent of Goodwill's revenue goes to fund mission related services. Goodwill serves their mission by providing career counseling, job training, and other employment related programs to people with barriers to employment.

Position: Marketing Intern, Stipend

Description: Reports to the Marketing Manager. Assist the marketing department with market research, digital and social media, creation and implementation of marketing initiatives, special promotions that effectively describe and promote the organization and its business lines.

Responsibilities:

- Write articles and assist in planning and distribution of quarterly newsletter
- Assist in writing and distributing press releases
- Design marketing collateral to include flyers, brochures, emails and signage
- Assist with planning, coordination and execution of retail promotions
- Contribute and help maintain organization website and social media platforms
- Attend weekly marketing meetings including preparing agenda and taking notes

Qualifications:

- Working toward a college degree in related field (ie. Marketing, Communication, Journalism or Public Relations)
- Must have working knowledge of Microsoft Office and Adobe Creative Suite. Knowledge of HTML and graphic design a plus
- An effective communicator, both written and verbal
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for serving the community
- Must be knowledgeable of all social media including FB, Instagram, Twitter, etc.

Hours: Schedule is flexible but hours must be between 8am and 5pm Monday – Friday. A minimum of 240 hour commitment and a full 12-week semester required to earn stipend.

Contact: Interested students should contact Tina Marshall, Community Relations Officer at 843-566-0072 or tmarshall@palmettogoodwill.org



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Position: Events & Fund Development Intern, Stipend

Purpose: To further the mission of Palmetto Goodwill by assisting with fundraising events and development activities. Recruit volunteers for events.

Responsibilities:

- Assist with special events including planning, coordination and execution of retail events, community events, fundraising events and others as assigned.
- Volunteer recruitment, training and management. Screening (interviews, required background checks, etc.) and matching volunteers to needs and opportunities.
- Develop social media marketing, recruitment, and event updates for events including Facebook, Twitter, and blog posts.
- Assist in the development of a donor data tracking system.
- Manage participant and donor data.
- Attend and participate in event planning activities and meetings.

General Requirements:

- Working toward a college degree in related field (ie. Non-Profits, Marketing, Communication or Public Relations)
- Must have working knowledge of Microsoft Office. Adobe Creative Suite and knowledge of graphic design a plus.
- Must be an effective communicator, both written and verbal
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for serving the community
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