



## Community Support Internship

### Internship Job Description

#### United Way of Anderson County

### Position Overview

United Way of Anderson County is seeking a motivated and service-oriented Community Support Intern to join our team. This internship is an excellent opportunity for a college student passionate about community service and nonprofit work. The intern will provide administrative and operational support to help advance our mission of improving lives by mobilizing the caring power of our community.

### Responsibilities

- **Administrative Support:** Assist with general office tasks, including data entry, filing, organizing documents, and managing office supplies.
- **Event Support:** Help execute community events, fundraisers, and volunteer activities, including preparing materials.
- **Community Outreach:** Support outreach efforts by creating and distributing newsletters, social media content, and other communications to engage donors and volunteers.
- **Database Management:** Update and maintain donor and volunteer databases to ensure accurate records for campaigns and programs.
- **Program Assistance:** Collaborate with staff on United Way initiatives, such as community impact programs, by conducting research or preparing reports.
- **Customer Service:** Greet visitors, answer phone calls, and respond to inquiries in a professional and friendly manner.

### Qualifications

- Current college student with an interest in nonprofit work, community service, education, marketing, or a related field (e.g., social work, public administration, communications).
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with social media platforms.
- Ability to work independently and as part of a team in a fast-paced environment.
- Passion for serving the community and supporting United Way's mission.
- Previous volunteer or office experience is a plus but not required.

## Internship Details

- **Location:** United Way of Anderson County Office, 604 North Murray Ave, Anderson, 29625
- **Time Commitment:** 10-15 hours per week, flexible with class schedules.
- **Duration:** Fall/Spring semester, with potential for extension.
- **Compensation:** Unpaid; academic credit may be available based on university requirements. Mileage reimbursement but UWAC related errands.
- **Benefits:** Gain hands-on experience with Anderson County's leading non-profit, develop professional skills, better understand the needs in our community, and make a meaningful impact in the community.

## How to Apply

Interested candidates should submit a resume and a brief cover letter outlining their interest in the internship and relevant skills to Toni Hicks at [toni@uwandsc.org](mailto:toni@uwandsc.org) by 8/31/2025. Please include "Community Support Intern Application" in the subject line.

## About United Way of Anderson County

United Way of Anderson County supports healthy communities, youth engagement, financial security, and a resilient communities for every person in Anderson County. By joining our team, you'll contribute to creating lasting change and building a stronger, more equitable Anderson County.