



Community Foundation Fellow Student Intern

Foundation Overview

Our Mission: The Athens Area Community Foundation helps passionate donors leave permanent legacies, serves as a well-informed grant-maker, and shapes effective responses to community needs through collaboration with local stakeholders.

Our Vision: We envision a community with sufficient philanthropic resources, harnessed to enhance civic engagement, a vibrant regional economy, a nimble workforce, effective schools, affordable housing, accessible healthcare, efficient public transportation, supportive services for the most vulnerable, strong cultural amenities, and environmental sustainability.

Our Why: We grow giving for the community you love.

Our History: We are rooted in the trusted leadership and focus of community members committed to mobilizing resources for the greater good. Established in 2008, we have over a decade of remarkable development and growth. With more than \$17 million in assets under our umbrella, we are focused on expanding our ability to serve as a public grantmaking foundation partnering with donors, nonprofits, and institutions to grow, preserve, and share philanthropic assets.

Position: Community Foundation Fellow Student Intern

Location: Telecommuting with opportunity to work in downtown Athens office location

Hours: Flexible

Supervisor: President | CEO

Position Summary

The student intern will work to support the philanthropic and community-based goals and initiatives of the Athens Area Community Foundation, collaborating on projects and tasks related to the foundation's grantmaking and community leadership.

Position Overview: Essential responsibilities may include but are not limited to the following:

Outreach and Communications:

- Engage in proactive and creative planning for messaging and branding
- Support the management of social media accounts
- Act as an ambassador for the community foundation, prepared to share about philanthropic initiatives and projects when asked.

Research:

- Conduct research using timely, relevant, and reliable sources
- Create reports and graphics after conducting literature reviews

Growing giving for the community you love.



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Data-Driven:

- Work with the Athens Area Wellbeing Project (AAWP) team to gather relevant data points to be used for press releases, external communications, infographics, and grant activities.
- Assisting the AAWP team with the collection and management of statistical data and creation of reports, presentations, and communications

Other Responsibilities

- Attend board and committee meetings as requested
- Partner with staff to create and execute project goals, working together to prioritize, plan and implement the key programs, policies and procedures that are vital to grant-making work.
- Perform other duties as assigned

Students interested in this position should be:

- Curious about community development, grant work, and communications
- Value a collaborative spirit and an openness to diversity
- Flexible and adaptive to change, responding to actively updated requests
- Comfortable with working independently and with some autonomy
- Willing and quickly able to learn new programs, platforms, and skills as needed
- Able to pass a background check

Ideal Skills and Qualifications:

- Bachelor's degree IP in relevant field (example: public health, communications)
- Interest and/or experience in project management, evaluation, delivery
- Openness and willingness to learn
- Proficient in Microsoft applications and Zoom
- Excellent written and oral communication skills, ability to present to and effectively work with various stakeholders
- Social networking and communication software skills (examples: Canva, MailChimp, WordPress)

Benefits of Internship:

- We think we are fun and think you will have fun too.
- Opportunity to work hard, see results, and be a contributing member of our staff.
- Awesome addition to your resume when finished.
- Networking with local nonprofits, board members, and donors.
- Real work experience on community issues, ideas, wants, and needs.