



**Position Description:** Communications Intern

**Organization**

Created by the SC General Assembly in 1999, South Carolina First Steps (SCFS) is the state’s comprehensive early childhood education agency and a 501(c)3 nonprofit organization. SCFS takes a holistic approach to accomplishing our mission of preparing all kids for success in school, work and life, offering services that improve children’s health, strengthen families, expand access to quality child care, increase participation in four-year-old kindergarten (4K) programs and help transition rising kindergartners into school. Through a network of 46 affiliates, called “local partners,” SCFS reaches children 0-5 and their families in every county of the state. With funding from the state, annually, SCFS provides over 3000 four-year-olds with access to Pre-K 4 across 64 school districts. The diverse workforce that makes up the 50+ member team at SCFS includes salaried, hourly, and grant-funded positions and is governed by a State Board of Trustees. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

**Team: Communications**

The communications team tells the stories that bring the mission and impact of South Carolina First Steps to life through engagement across multiple channels, including print and digital materials, online communications, events, and personal interaction. Led by the Communication Director, this team is responsible for gathering and disseminating information, facts and stories about South Carolina First Steps, including our clients, programs and initiatives—as well as conveying the value and impact of early childhood development more broadly.

**Position Description**

South Carolina First Steps seeks an enthusiastic and diligent communications intern with a demonstrated interest in education and/or community service. The intern will support the communications team with a variety of internal and external communications objectives in accordance with the organization’s overall mission, vision and values.

This is a paid position with a weekly commitment of 10-20 hours. The communications intern will report to the Communications Director.

**Responsibilities and Duties:**

1. Assist in researching, writing, and editing content for newsletters, website, blog posts and print collateral
2. Develop messaging for social media channels, including Facebook, Twitter and Instagram
3. Monitor and summarize media coverage about SC First Steps and its priorities
4. Develop and update targeted media contact and publication mailing lists
5. Provide logistical support for community outreach activities and special events
6. Perform other duties as assigned by the Communications Director

## **Qualifications and Skills:**

### Required:

- High school degree; enrolled in an accredited university/college
- Excellent research and communication skills
- Ability to take initiative, manage competing priorities, and meet deadlines
- Ability to work both independently and collaboratively in a team-oriented work environment
- Sincere commitment to inclusivity and cross-cultural competence
- Proficiency in Microsoft Office Suite
- Experience with social media and email marketing platforms

### Preferred:

- Visual communication skills, including photography and/or graphic design
- Knowledge of design software such as Adobe Creative Suite (Photoshop, Illustrator, etc.)

### Other Requirements:

- Valid South Carolina Class "D" Driver's License and ability to perform limited travel in-state.
- Must have vehicle to use in performance of job.
- Must be able to pass criminal background, child, and adult maltreatment screen.
- Ability to lift up to 45 pounds.

**To apply, visit <https://bit.ly/3LKZq4Y> or submit your cover letter and resume to Avian Jones at [hr@scfirststeps.org](mailto:hr@scfirststeps.org).**