

P.O. Box 818

800 North White Street

Lancaster, South Carolina 29721

**Summer Internship Program**

**Overview**

The J. Marion Sims Foundation is committed to the health and wellness of Lancaster County, Great Falls, and Fort Lawn, SC. The Foundation offers a highly competitive internship program that gives college students and/or recent college graduates the unique opportunity to make important professional contributions to the community. By working in the field of philanthropy, together with local nonprofit organizations and community members, interns will gain experience in event planning, relationship building, research and community outreach.

Summer staff are assigned short-term projects during the 10-week summer internship period, are offered opportunities to work closely with nonprofit organizations, and will assist with daily organization responsibilities necessary for everyday office function. Previous project assignments have included community engagement, marketing and social media development, program development, project planning, research and data analysis. Interns will typically work Monday-Friday, 8:30 to 5pm, with some evening and weekend work required. All majors and disciplines are encouraged to apply; the Foundation values interdisciplinary knowledge and a positive attitude to do any task assigned.

**Eligibility Requirements**

Applicants must have completed at least one year of post-secondary education. Dual enrollment during high school years will not be counted toward the one-year completion requirement. All disciplines accepted. Candidates should possess an interest in learning and serving the community, and a high level of initiative and professionalism. Successful candidates also exhibit:

* Strong oral and written communication skills
* Research and analysis skills
* Planning and marketing skills
* Ability to work both independently and in a group setting; manage multiple priorities at once
* Experience with Microsoft Office Suite, Google docs, and Excel spreadsheets is preferred
* Experience with nonprofit or community-based organizations is preferred

**Selection Criteria**

*Priority is given to applicants who live in the J. Marion Sims Foundation service area (Lancaster County, Great Falls, and Fort Lawn, SC).*

* Students may be enrolled in or a graduate of any college or university.
* A committee of community members will select interns based on overall qualifications and experience.
* If applicants are offered an interview based on the application, candidates will be contacted to schedule an interview.
* Participants are required to sign a non-disclosure, confidentiality agreement.

**Schedule and Compensation**

The internship period is ten (10) weeks during the summer of 2020. Interns will work five-day weeks, typically Monday- Friday with flexibility during holiday weeks. The stipend for the 10-week internship is $3,000.

**Application Deadline**

All applications must be received by **Monday,** **March 9, 2020 by 5pm.**

**How to Apply**

* Applicants must complete the J. Marion Sims Internship Application and submit by the deadline, **Monday, March 9, 2020, 5pm**.
* Applications may be picked up at our office, 800 N. White Street, Lancaster, SC, Monday through Friday, 8:30 a.m. until 5:00 p.m. You may hand deliver your completed application to our office, 800 N. White Street, Lancaster by the deadline, **Monday, March 9, 2020, 5pm**.
* If you elect to mail your application (mailing address below), it must be **received in our office by** **Monday, March 9, 2020, 5pm.**
* Applications may also be submitted to jobs@jmsims.org by **Monday, March 9, 2020, 5pm**.

**Questions**

Elizabeth Howe, Youth Development Coordinator

ehowe@jmsims.org

(803)286-8772

MAILING ADDRESS FOR APPLICATIONS:

J. Marion Sims Foundation

PO Box 818

Lancaster, SC 29721



**2020 SUMMER INTERNSHIP APPLICATION**

**Part I: Student Information**

**First Name:**       **Middle Name:**       **Last Name:**

**Email Address:**

**Current Mailing Address:**

**Current City:**       **Current State:**       **Zip Code:**

**Permanent Street Address:**

**Permanent City:**       **Permanent State:**       **Zip Code:**

**Phone Number:**       **Alternate Phone Number:**

***Part II: School Experience***

**High School Name:**

**High School Address**:

**Current College/University Name:**

**College Address:**

**Current Post-Secondary Status (2019-2020 School Year):**

 [ ] Freshman [ ] Sophomore [ ] Junior ­­[ ] Senior [ ] Graduate [ ] Graduate Student

**Major:**

**Minor (as applicable):**

**Graduate Study (as applicable)**

**Current GPA:**       **Expected Graduation Date:**

**Are you pursuing college credit for this internship through your college or university?**

 [ ] Yes [ ] No

**Please select all applicable computer skills:**

 [ ] Microsoft Office Suite [ ] Google Docs [ ]  Other

**Part III: Essays *(You must submit all essay questions)***

1. Tell us why the field of philanthropy interests you as an internship opportunity?

1. Please briefly describe your experience with diversity and how these experiences contribute to your understanding of the Foundation footprint.
2. If you had up to $50,000 to invest in a community initiative in Lancaster, Great Falls, or Fort Lawn, SC, what would you do and why?*)*

**Part IV: Resume & Cover Letter (You must submit as a part of your application)**

As an important piece of your application, the resume is an opportunity for the intern selection committee to see any career and additional experiences/positions you have held in the past, in addition to any volunteerism, awards/honors, and extracurricular activities that you may be involved with.

**Part V: Work Sample**

It is critical for our interns to be versatile in their work and be able to deliver on projects ranging in structure, scope, and style. Along with the application and your resume, please submit a completed school assignment. This can be anything from a paper you are very proud of or a creative piece that exhibits your personality.

**Part VI: Reference Letters**

Please submit two **(2)** letters of recommendation from individuals familiar with your work. **If letters are not included with the application, the application will be incomplete and cannot be considered.**