



## SPRING VALLEY SCHOOL

### Internship - Communications and Events

Report to: Director of Communications and Events

*Dept. of Mission Advancement*

[Spring Valley School](https://www.springvalleyschool.org)

Spring 2024

#### **About SVS:**

Spring Valley School (SVS) provides a learning space for students, grades 1-12, with learning differences (such as Dyslexia, Dyscalculia, and Dysgraphia) to unlock and embrace their unmatched potential in and beyond the classroom. This fall, we are looking to welcome to our team an intern who is passionate about furthering the education of these students, advancing the story of the organization, and increasing awareness of our mission. This internship position will be responsible for drafting and scheduling digital content, drafting and distributing print materials, and coordinating logistics for events designed to engage stakeholders of the organization.

#### **Tasks and Expectations:**

- Assist with importing data into the donor database, as needed
- Assist with content creation and scheduling of daily social media posts
- Assist with the creation of graphics and content for e-newsletters
- Assist with the coordination of event logistics, and digital / print materials for the Scholarship Gala
  - Assist with the drafting and mailing of thank you notes and other stewardship pieces

#### **Qualifications:**

- Enrolled in an accredited college or university in the Birmingham area
  - Proficient computer skills (primarily Microsoft Office)
  - Excellent written and verbal communication skills
    - Well-organized and reliable self-starter
- Strategically manages time while assisting with multiple projects
  - Eager to tackle new ideas and projects
- Familiarity with Facebook, Instagram, LinkedIn, and Twitter
- Familiarity with MailChimp or similar email marketing platforms is a plus

#### **Why Intern at SVS:**

- Enhance your resume with notable communications, marketing, and donor relations experience
  - Participate in networking opportunities
  - Gain experience with strategically maintaining online databases
- Experience communicating across various platforms and to various audiences

*This internship will be offered for class credit only (non-paid), 8-10 hours/week.*

*Background check and drug screening required upon starting work.*