

INTERNSHIP OPPORTUNITY

Date: January 21, 2019

CONTACT INFORMATION:

Organization: Greenville Literacy Association, Inc.

Type of Industry: Adult Literacy – Non Profit

Contact Person/ Title: Kim Phillips, Office Coordinator

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Street Address: McAlister Square, 225 S. Pleasantburg Dr., Suite C-10, Greenville, SC 29607

Web Address: www.greenvilleliteracy.org

INTERNSHIP INFORMATION:

Number of Internships available: One

Internship Title: Fundraising Event Intern

Company Description (brief): Greenville Literacy Association (GLA) provides opportunities for adults of all literacy and income levels to improve their lives through education. Students may work on basic education skills, GED preparation, or English as a Second Language. GLA is a 501(c)3 organization with a staff of fourteen (14) full-time employees. With the help of more than 300 trained volunteer tutors, we provide educational opportunities to over 1,100 adults in Greenville County.

The largest annual fundraiser for the agency is “The Really Good, Really Big, Really Cheap Book Sale” to be held August 9-11, 2019. It is the largest used book sale in the State of South Carolina. The fundraiser provides over 10% of our annual undesignated funding and allows us to offer classes to our adult students for a nominal yearly fee. The Book Sale also creates awareness of adult literacy needs in the community and assists us in enlisting tutors as well as recruiting students. A Steering Committee of volunteers, staff and board members organizes the sale each year.

Internship Qualifications: A person interested in adult literacy, non-profit organization management or marketing/fundraising/event planning would benefit from this experience. The person must be physically fit, able to help organize and move large quantities of books, have reliable transportation and have good communication and people skills. The person will learn from and work alongside community volunteers who manage this event.

Internship Description:

***Duties/Learning Opportunities:**

The primary responsibilities of the internship include the following:

- Take part in the planning, organizing and implementation of the book sale.
- Work with staff, board members, volunteers and book donors to provide efficient transfer of books to the book room.
- Have opportunities to work independently as well as prioritize and complete assigned daily responsibilities.
- Attend book sale steering committee meetings.
- Distribute posters, fliers and collection boxes in the community as needed.
- Collect books from community donation sites as needed.
- Help scan, sort, price and organize donated books.
- Assist with packing and storing boxed books.
- Assist with set-up for the sale.
- Be a section leader for one area of the sale. This includes set up, preview party and day of sale.
- Help organize unsold books after the sale.

If there is interest on the Intern's part, GLA will provide an opportunity to:

- Meet with the Executive Director to learn about GLA marketing strategies and processes
- Sit in on meetings with Advertising Agency and Director

Internship Available in: Summer (June-Aug.) _____,

Start Date: June 3, 2019 End Date August 15, 2019

How to Apply: E-Mail _____, Mail _____, Phone _____,

When to Apply: February to April 1, 2019 Interviews to follow written application

Compensation: \$9.60 an hour for a 30 hour week. Mileage allowance paid for Book Sale errands

Hours/Days per week: Thirty hours a week: Monday, Tuesday, and Friday 9:00 am - 4:00 pm -- Wednesday and Thursday 11:00 am - 5:00 pm.

Location: Greenville Literacy Association

McAlister Square

225 S. Pleasantburg Drive, Suite C-10

Greenville, SC 29607

Number of openings: One