

INTERNSHIP OPPORTUNITY

Date of Posting: March 4, 2020

CONTACT INFORMATION:

Organization: Greenville Literacy Association, Inc.

Type of Industry: Adult Literacy – Non Profit

Contact Person/ Title: Kim Phillips, Office Coordinator and Book Sale Project Manager

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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 11 employees. With the help of more than 300 trained volunteer tutors, we provide educational opportunities to nearly 1,000 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 7-9, 2020. 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 Development Director to learn about GLA marketing strategies and processes
- Sit in on meetings with Marketing Committee and Director

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

Start Date: June 3, 2020 End Date August 9, 2020

To apply, send your resume to phillips@greenvilleliteracy.org with the subject line "Summer Internship"

Compensation: \$10 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