



Internship Opportunity – State Charter Schools Foundation of Georgia

The State Charter Schools Foundation of Georgia (SCSF) is a 501(c)(3) nonprofit organization dedicated to supporting high quality state charter schools serving children throughout Georgia by leveraging resources to help schools launch, build capacity, and grow. The SCSF supports schools authorized by the State Charter Schools Commission (SCSC) by providing them with financial and technical support and resources for their students and staff.

Internship Description

The SCSF intern will work directly with the SCSF president focused on the following tasks:

- Establishing and maintaining social media accounts and posting updates for the SCSF and state charter schools on multiple social media platforms.
- Assisting with administration of special programs.
- Researching funding sources and grant opportunities.
- Assisting with the preparation of newsletters and grant applications as needed.
- Assisting with individual donor fundraising activities, including utilization of fundraising software.
- Assisting with reviewing grant applications from schools as needed.
- Updating and maintaining contact lists for schools and donors.

Most activities can be completed remotely. The internship will require between 10-20 hours per week, and the schedule can be flexible between the hours of 7:00 a.m. – 6:00 p.m., Monday-Friday, by approval of the SCSF president. Compensation is \$12 per hour.

Qualifications

A qualified candidate should be either an undergraduate or graduate student studying public policy, public administration, nonprofit administration, or other related field with an interest in public education, nonprofit management, public service, and/or fundraising. In addition, intern candidates should have the following skills:

- Ability to work independently, taking initiative to complete goal-oriented tasks and projects.
- Proficiency with social media platforms, including Facebook, Twitter, and Instagram.
- Proficiency with Microsoft Office applications.
- Willingness to learn fundraising software platforms.
- Strong verbal and written communication skills, with the ability to communicate with school leaders, donors, and the general public.
- Attention to detail and dedication to excellence.

Candidates must be able to commit to at least 10 hours a week consistently during normal business hours for at least one semester.

Application Process

Please submit a resume, transcript (unofficial is sufficient), and two references from university faculty and/or current or former supervisors (letters or contact information) to Michele Neely at mneely@scsfga.org. Please also include why you are interested in this opportunity. For more information about the SCSF, visit our website at <https://scsfga.org/>.