



NONPROFIT OPERATIONS INTERN JOB DESCRIPTION

Position Type: Part-Time, 20 hrs/week

Term: Seasonal, 10 weeks (June 2024 - August 2024)

Reporting: Operations Director

Location: Charleston, South Carolina

Application Instructions:

To apply, please email a cover letter, resume, and three references in one PDF addressed to Ellen Blake, Operations Director, to careers@lowcountrylandtrust.org. Applications will be accepted until March 5, 2024. Initial screening interviews will be conducted on a rolling basis.

Position Summary:

The primary role of the Nonprofit Operations Intern will be to provide administrative support to the various departments at Lowcountry Land Trust. This internship will provide hands-on experience in the operational functions of a nonprofit and how those functions advance the organization as a whole.

Responsibilities:

- Analyzes, catalogs, and reorganizes files;
- Prepares equipment inventory reports;
- Supports information technology projects;
- Assists with accounting responsibilities related to payables and reconciliations; and
- Other tasks as assigned.

Qualifications:

- Degree-seeking student at a college or university;
- Experience using email, calendar, document editing, and cloud applications, such as Google and Microsoft;
- Strong communication and interpersonal skills;
- Strong organizational skills; and
- Professional and relationship-oriented.

Compensation:

The Intern will have the opportunity to work up to 20 hours per week at a rate of \$15/ hr (maximum 200 hours).

Lowcountry Land Trust is committed to the principles of diversity and equal employment opportunity and to comply with all federal, state, and local laws that are applicable to equal employment. It is our policy to recruit, hire, train, and promote individuals, as well as administer any and all personnel actions, without regard to race, color, religion, creed, age, civil union status, domestic partnership status, affectional or sexual orientation or identity, sex, gender identity or expression, national origin or ancestry, marital status, status as a disabled or Vietnam era veteran, service in the federal or state military, union affiliation, pregnancy or breastfeeding, medical or genetic information, atypical hereditary cellular blood trait, refusal to submit to a genetic test or make test results available to the Company, or status as a qualified individual with a disability, in accordance with applicable laws. The Land Trust also complies with the South Carolina Pregnancy Accommodation Act.