



FUNDRAISING & COMMUNICATIONS INTERN JOB DESCRIPTION

Position Type: Part-Time, 20 hrs/week

Term: Seasonal, 10 weeks (June 1, 2026 - August 7, 2026)

Reporting: Advancement team

Location: Hybrid; Charleston, SC, with work-from-home components

Application Instructions:

To apply, please email a cover letter (clearly stating the internship you are applying for), a resume, and three references in **one** PDF addressed to Ellen Blake at careers@lowcountrylandtrust.org. Applications will be accepted until March 12, 2026. The interview process will begin on March 16, 2026, and finish on April 10, 2026.

Position Summary:

This position will provide administrative support to the Advancement department at Lowcountry Land Trust to ensure efficiency. The intern will experience the fundraising and communications functions of a land trust and how they advance the organization as a whole.

Responsibilities:

- Compares and synchronizes databases and file systems for record-keeping accuracy, stakeholder relationship stewardship, and overall organizational advancement;
- Researches additional funding opportunities for conservation organizations to leverage;
- Establishes relationships with conservation-minded agencies, nonprofits, and special events teams to engage with the community on behalf of the organization; and
- Other tasks as assigned.

Qualifications:

- At least 18 years of age, with a strong interest in pursuing a career within conservation;
- Ideal candidates are entry-level, without significant professional experience;
- Experience using email, digital calendars, document editing, and cloud applications such as Google and Microsoft;
- Strong communication and interpersonal skills;
- Strong organizational skills; and
- Professional and customer service-oriented.

Compensation:

The Intern will have the opportunity to work up to 20 hours per week at a rate of \$17/ hr.

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.