



2022 Summer Internships

Available Positions:

Graphic & Communication Internship
Operations & Hospitality Services Internship
Development & Events Internship
Grants Researcher & Writer Internship

Ronald McDonald House Charities of the Carolinas
706 Grove Road | Greenville, S.C. 29605 864.235.0506 |
RMHC-Carolinas.org

Position: Graphic Design & Communications Intern

Stipend: Unpaid Internship
Dates of Position: 2 month minimum – 6 months maximum
Time Commitment: 3 days/15 hours a week minimum. Hours are flexible between the hours of 9:00 a.m. and 5:00 p.m.
Supervisor: Stewart McCain, Communications & Volunteer Manager
Michael Lanier, Development Manager

Job Purpose

We are looking for a Communications and Graphic design intern that is looking to grow their communications and graphics design skills. In this position, you will help assist the Communication Manager Development Manager to generate content on behalf of the Ronald McDonald,

Duties:

- Create content and distribute monthly newsletter to RMHC supporters and families
- Compose correspondence that will be sent via mail, e-mail and social media to a variety of audiences.
- Compose press releases and other media pieces as needed for events
- Create social media platform graphics for events
- Collaborate with the Development Manager to create Event specific content including print and digital material
- Create and manage websites to ensure all information is updated and relevant. Update family stories on a monthly basis
- Create and maintain a media partnership listing
- Other task as assigned

Skills and Experience:

- Desire to work in the non-profit industry, with an overall passion for helping others
- Thorough and detailed expertise with written and verbal communications
- Must be proficient in Microsoft programs specifically Excel, Word and PowerPoint
- Knowledge of HTML and working with WordPress is a plus
- Developed organizational skills and great attention to details
- Able to manage multiple activities at one time and work in a fast-paced environment showing self-initiative
- Prior hospitality experience is preferred

Please submit your resume and a portfolio to:

Stewart McCain, smccain@rmhcarolinas.com

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Position: Operations and Hospitality Services Intern

Stipend: Unpaid Internship

Dates of Position: 2 month minimum – 6 months maximum

Time Commitment: 3 days/15 hours a week minimum. Hours are flexible between the hours of 9:00 a.m. and 5:00 p.m.

Supervisor: Tasha Bruce, Director of Operations

Job Purpose

Assist the Director of Operations in all operational and guest management tasks needed to create a welcoming and hospitable environment for our Guest Families.

Duties:

- Assist in correspondence with and relationship building of donors, volunteers and supporters
- Track and manage data in operations database.
- Aid in organization and in-take of new Guest Families
- Compose correspondence that will be sent via mail and e-mail to a variety of audiences.
- Create lists and generate reports for operational purposes.
- Collaborate with Director of Operations to ensure room preparation, facilities management, and guest experience organized and implemented properly.
- Create and manage weekly guest room's availability and bookings to create a positive guest experience.
- Monitor and manage House inventory.
- Other tasks as assigned.
- Direct, manage and give tours to Ronald McDonald House visitors and Guest Families.

Skills and Experience:

- Desire to work in the non-profit industry, with an overall passion for helping others
- Thorough and detailed expertise with written and verbal communications
- Must be proficient in Microsoft programs specifically Excel, Word and PowerPoint
- Knowledge of HTML and working with WordPress is a plus
- Developed organizational skills and great attention to details
- Able to manage multiple activities at one time and work in a fast-paced environment showing self-initiative
- Prior hospitality experience is preferred

Please submit your resume to:

Stewart McCain, Communications and Volunteer Manager, smccain@rmhcarolinas.com
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Position: Development and Events Intern

Stipend: Unpaid

Dates of Position: 2 month minimum - 6 months maximum

Time Commitment: 3 days/15 hours a week minimum. Hours are flexible between the hours of 9:00 a.m. and 5:00 p.m.

Supervisor: Michael Lanier, Development Manager

Stewart McCain, Communication and Volunteer Manager

Job Purpose

Assist the Development Manager in all operational and event planning tasks needed to plan and implement successful fundraising events.

Duties:

- Assist in correspondence with and relationship building of donors, volunteers and supporters
- Track and manage data in House donor and volunteer database
- Aid in research and further development of prospective supporters and sponsors
- Compose correspondence that will be sent via mail, e-mail and social media to a variety of audiences
- Assist with development and execution of the House's silent auction for the House's largest fundraiser, the Hearts & Hands Gala
- Create lists and generate reports for fundraising and event planning purposes.

Skills and Experience:

- Desire to work in the non-profit industry, with an overall passion for helping others
- Thorough and detailed expertise with written and verbal communications
- Proficiency in Microsoft programs specifically Excel, Word and PowerPoint
- Knowledge of HTML and working with WordPress is a plus
- Developed organizational skills and great attention to details
- Able to manage multiple activities at one time and work in a fast-paced environment showing self-initiative

Please submit your resume to:

Stewart McCain, Communications and Volunteer Manager, smccain@rmhcarolinas.com

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Position: Grant Researcher & Writer

Stipend: Unpaid Internship
Dates of Position: 2 month minimum – 6 months maximum
Time Commitment: 3 days/15 hours a week minimum. Hours are flexible between the hours of 9:00 a.m. and 5:00 p.m.
Supervisor: Michael Lanier Development Manager

Job Purpose

Assist the Development Manager with Grant Research and Writing from start to finish for the Ronald McDonald House.

Duties:

- Identify and develop corporate, community and individual foundation prospects for the organizations that align with the organizations priorities.
- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Compose documentation that needs to be included in the application when applicable (ie, letters of support, audit, etc.)
- Review organization materials and research/review other background information as necessary to craft the organization's story
- Compose documentation that needs to be included in the application when applicable (ie, letters of support, audit, etc.)
- Required to submit at least 6 grants during your internship.
- Other task as assigned

Skills and Experience:

- Desire to work in the non-profit industry, with an overall passion for helping others
- Must be able to read grant requirements and respond well
- Thorough and detailed expertise with written and verbal communications
- Attention to detail
- Must be proficient in Microsoft programs specifically Excel, Word and PowerPoint

Please submit your resume and up to 2 writing samples to:
Michael Lanier, mlanier@rmhcarolinas.com
RMHC of the Carolinas 706 | Grove Road Greenville, S.C. 29605 864.235.0506 |