



### **Internship Purpose:**

Hollingsworth Funds is a place-based investor focused on the intersection of growth and opportunity in our community. Our vision is a vibrant, just, and inclusive Greenville where equitable opportunities exist for all to advance and thrive. As part of that vision, we invite students to explore careers at the intersection of philanthropy, storytelling, and systems change.

For Fall 2025, Hollingsworth Funds invites a motivated and creative undergraduate or graduate student to join our team as a **Communications Intern**, supporting our general communications activities and 25th Anniversary digital engagement strategy. This position offers meaningful, project-based learning opportunities that strengthen professional skills in storytelling, social media, and strategic communications.

The intern will contribute to real-time content creation and public messaging while gaining valuable insight into how philanthropy fuels systemic change. This role is ideal for students with an interest in nonprofit communications, journalism, marketing, or public affairs who want to make a difference in the Greenville community.

### **Internship Overview**

- **Focus Area:** Communications, Marketing, and Social Media Strategy
- **Duration and Hours:** 8-12 weeks, up to 20 hours/week. Internship availability will vary based on organizational capacity
- **Compensation:** \$20/hour
- **Start Date:** Mid to Late August 2025
- **Location:** Hybrid (Greenville-based office with remote flexibility)
- **Learning/Work Plan:** Interns in partnership with experienced mentor(s) will develop a plan defining goals related to the skills and knowledge the intern desires to develop. The learning plan will be used to establish clear expectations to support skill building, relationship development, feedback cycles, and reflection.

### **Key Responsibilities**

- Partner with staff to craft and elevate stories that reflect the voices, values, and lived experiences of our community.
- Support the creation of engaging, mission-aligned content for social media (LinkedIn, Facebook, Instagram).
- Assist in drafting captions, designing graphics, and compiling video content that highlights Hollingsworth Funds' initiatives.
- Help schedule and track content performance using publishing tools.
- Collaborate with staff to tell community and partner stories with clarity and care.
- Contribute to newsletters, press releases, and other public-facing communications.
- Participate in strategy sessions on brand voice including tone, style, and messaging.

## Professional Learning Objectives

***Understand how trust-based philanthropy and systems-level storytelling can drive impact across economic mobility, housing, education, transportation, and workforce development.***

This internship incorporates the following **career readiness competencies**:

- **Communication:** Strengthen written, visual, and digital communication skills for public-facing platforms
- **Teamwork:** Collaborate with internal staff and external partners to co-create communications content
- **Problem Solving:** Take ownership of a special project with a clear goal and deliverables related to messaging, branding, or digital strategy
- **Research & Strategy:** Support data-driven content planning and message refinement
- **Networking:** Engage with nonprofit professionals, philanthropic leaders, and community stakeholders

Interns will work with staff to co-create a **Learning/Work Plan** outlining personal goals and a core project. Weekly check-ins, feedback loops, and a final evaluation will support continuous growth throughout the internship.

## Internship Features

- Orientation to the philanthropic sector
- Gain exposure to a unique philanthropic model that pairs mission-aligned community investment with real estate development
- Exposure to enterprise departments through shadowing, project support, etc.
- Engagement in meaningful projects and assignments
- Interactions with a variety of individuals; staff, peers, clients, community, and other stakeholders to expand network and social capital
- Coaching & Professional Development focused on cultivating career readiness competencies through performance evaluations, feedback and action planning

## Qualifications

- Current undergraduate or graduate student (preferably in Communications, PR, Journalism, Nonprofit Management, or related field)
- Excellent writing and visual storytelling skills
- Strong interpersonal skills and curiosity about community impact work
- Familiarity with Canva, Instagram, LinkedIn, Hootsuite and/or video editing tools is a plus
- Self-starter with a collaborative spirit

## Application Process

***Interested candidates should submit the following materials in a single email addressed to Katy Sides, Director of Learning, at [hr@hollingsworthfunds.org](mailto:hr@hollingsworthfunds.org). All materials must be received by July 1, 2025. We expect to extend an offer to the selected candidate during the week of July 18, with a projected start date the week of August 11.***

Please include:

- Resume
- Letter of Recommendation
- Essay (see prompts below)
- Short Response: Share an example of a campaign, brand, or organization that inspired you—and describe how you would apply that inspiration to your work with Hollingsworth Funds.

## Essay Prompts

At Hollingsworth Funds, we believe storytelling is a powerful tool for connection, trust, and long-term change. We're looking for thoughtful communicators who can help bring clarity to complex issues, elevate underrepresented voices, and deepen community understanding. Please limit your responses to one page in Microsoft Word.

Our brand voice is approachable, collaborative, equity-centered, and rooted in place. It invites people into the conversation and puts community at the center of every message.

In your essay, please respond to the following questions:

1. Choose a story you believe needs to be told in your community. Why does it matter—and how would you tell it in a way that builds understanding and inspires change?
2. How can storytelling help build understanding, inspire action, or strengthen a sense of community? How would you apply this approach at Hollingsworth Funds?

For more information, please visit [www.hollingsworthfunds.org](http://www.hollingsworthfunds.org)