



## **Internship Purpose:**

Hollingsworth Funds is a place-based foundation 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 2026, Hollingsworth Funds invites a motivated and creative undergraduate or graduate student to join our team as a **Communications and Impact Intern**, supporting our general communications activities, archival and operational support, and impact measurement and strategy. This position offers meaningful, project-based learning opportunities that strengthen professional skills in storytelling, strategic communications, philanthropic infrastructure and historical preservation, and measuring and communicating impact.

The intern will contribute to real-time content creation, operational support and impact measurement, while gaining valuable insight into how philanthropy fuels systems change. This role is ideal for students passionate about leveraging communication and data to drive positive change in Greenville.

## **Internship Overview**

- **Focus Area:** Communications, Operations, and Impact Measurement/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:** August 2026
- **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**

The Intern will assist the Communications team across three primary areas:

### **1. Strategic Communications:**

You will be integral in laying the groundwork for future communications, including:

- **Content Creation:** Producing high-quality digital assets through videography and photography for strategic storytelling.
- **Social Media Management:** Assisting with content planning, posting, and engagement across key channels, including LinkedIn, Facebook, and Instagram.
- **Brand Alignment:** Creating standard communication assets (e.g., templates) to ensure consistency with our established brand guidelines.

## 2. Archival, Research and Operational Support

This role provides hands-on experience in nonprofit infrastructure and historical preservation:

- **Historical Digitization:** Helping to digitize and archive historical artifacts, including photos, news articles, and other print materials, to preserve the foundation's 25-year history.
- **Research Projects:** Various research projects, including possible state-level policy scan and foundation emergency responsiveness frameworks

## 3. Impact Measurement and Strategy

You will help refine how Hollingsworth Funds measures and communicates its long-term success:

- **Impact Tracking:** Assisting with basic data collection and tracking for impact measurement efforts.
- **Social Media Audit & Strategy:** Conducting an audit of current social media performance and engagement. You will then assist in developing a plan and recommendations for increasing follower engagement and setting goals for future digital presence.

## 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
- **Critical Thinking & Problem Solving:** Analyzing current performance and developing data-driven strategies for improvement
- **Teamwork:** Collaborate with internal staff and external partners to co-create communications content
- **Research & Strategy:** Support data-driven impact analysis, 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. Consistent 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, Public Policy, Nonprofit Management, History, Data Analytics 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 Adobe Premiere Pro 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 15, 2026.***

Please include:

- Resume
- Letter of Recommendation
- Essay (see prompts below)

## Essay Prompts

At Hollingsworth Funds, we believe storytelling around impact 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.

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

In your essay, please respond to each of the following two questions:

1. We are looking for creative storytellers to help us connect with audiences across Greenville.

**Task:** Describe a storytelling project for which you have been involved. Describe the project, the overall goal, how you met that goal, your role, and what you learned in the process.

2. Hollingsworth Funds is committed to long-term economic mobility in Greenville, which requires measuring sustained change, not just immediate activity.

**Task:** What does economic mobility mean to you? How do you describe impact when working to improve economic mobility, and how would you communicate and share that with external stakeholders?

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