



Position Title: Marketing Intern

Reports To: Operations Manager

Location: Remote/in-person hybrid. Charleston, SC. Occasional on-site attendance required.

Duration: Part-Time | 10–15 hours per week | Fall 2025 semester (with possibility of extension)

Pay: \$18/hour

Position Overview:

South Carolina Community Loan Fund (SCCLF) is seeking a motivated and detail-oriented marketing intern to support organizational marketing efforts and help advance our mission to promote equitable access to capital throughout South Carolina.

The intern will work closely with our marketing consultant to assist with day-to-day marketing operations, content development, and communications projects. This internship is ideal for a student or recent graduate seeking hands-on experience in nonprofit marketing, digital communications, and storytelling.

Key Responsibilities:

- Assist in maintaining SCCLF's digital and social media presence.
- Communicate with TealHaus and SCCLF to gather information for the creation of engaging content to share on SCCLF's social media and website.
- Support in preparing quarterly investor report newsletters by compiling project data, client success stories, and organization updates.
- Facilitate the development of SCCLF's annual impact report, including drafting stories, gathering and compiling feedback, and editing.
- Collaborate on marketing materials, including flyers, presentation decks, and other printed materials.
- Manage and organize communications files and shared photo libraries.
- Attend team meetings and provide input on marketing-related activities.

Qualifications:

- Currently enrolled in or recently graduated from a program in marketing, communications, public relations, journalism, or a related field.
- Strong written and verbal communication skills.
- Proficiency in the Microsoft Office suite and familiarity with marketing and communication platforms (e.g., Constant Contact, Canva, Google Suite, etc.)
- Ability to manage multiple tasks with attention to detail and deadlines.
- Interest in community lending, nonprofit work, and/or social equity preferred.

Application Instructions:

To apply, please send your resume, a short cover letter, and one writing or design sample to rashida@sccommunityloanfund.org by October 31st, 2025. Applications will be reviewed on a rolling basis.