



SCAN TO APPLY

What we are looking for: Family Room Program Operations Intern

At RMHC Columbia, SC, you do more than make a living; you make a difference.

Working to continue providing a place of hope and restoration for families with critically ill or injured children, we're calling on the innovators, visionaries, and the determined to join our family! As one of our nation's most respected nonprofits, we know what it's like to stand out. Your background, perspective, and desire to make an impact set you apart. That is why we are looking for you.

INTERNSHIP DESCRIPTION

- STIPEND:** Unpaid Internship
TIMELINE: Spring, Summer or Fall Semester (approximately 16 weeks)
SCHEDULE: 3 days/15 hours a week minimum.
Hours are flexible between the hours of 7:00 a.m. and 1:00 p.m.
REPORTS TO: Liz Atkinson, Operations Director
Kate Shay English, Interim Executive Director

As an RMHC Columbia, SC intern, you will see your work's impact daily. We are looking for a passionate team player to assist the House Staff in a wide range of projects and tasks that benefit the mission and vision of the Ronald McDonald House. The intern will gain hands-on experience and training, including hospitality, operations, communications, and community relations, while gaining knowledge of how a nonprofit organization operates.

- Represent the Family Room Program as the first point of contact for many families within Prisma Children's Hospital
- Assist Operations Director with daily tasks related to staff and volunteer management, purchasing and item management, data entry, logistics and hospital relations
- Assure the Family Room and RMHC Nourishment areas are well stocked, clean and are adequately staffed
- Collaborate with the Development and Volunteer team to reach mission goals
- Work with Family Room Staff and Volunteers on other assignments as needed

SKILLS AND EXPERIENCE

- Desire to work in the nonprofit 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
- Developed organizational skills and great attention to detail
- Able to manage multiple activities at one time, showing self-initiative

To apply for an internship position, please visit this link: mhccares.org/apply
Ronald McDonald House Charities Columbia, SC | 2901 Colonial Drive, Columbia, SC 29203