



Ronald McDonald  
House Charities®  
Columbia, SC



SCAN TO APPLY

## What we are looking for: Family Services & Hospitality 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 10:00 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 house as the first point of contact for many families who enter our doors
- Assist Operations Director with daily tasks related to guest welcome, check-in, experience, and check out
- Assuring the quality of our guest's stay is met by monitoring our promise of a clean, comfortable home away from home
- Create a plan of how to elevate our level of service continuously
- Collaborate with the Development and Volunteer team to reach mission goals
- Work with House Staff 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: [rmhccares.org/apply](https://rmhccares.org/apply)  
Ronald McDonald House Charities Columbia, SC | 2901 Colonial Drive, Columbia, SC 29203