



Liberty Run Foundation

1643B Savannah Hwy

#141

Charleston, SC 29407

Business Operations Associate

The Liberty Run Foundation is currently looking for an individual to work on our team as our Business Operations Associate. Our 501 (c) 3 non-profit organization (www.libertyrun.org) is dedicated to providing a number of social, mental and physical support services to wounded and transitional veterans. This position is a full time Unpaid Intern position with an option to become a full time paid position after the first 3 months for the right candidate. A vital part of our mission, Business Operations Associates are the driving force in our fund raising campaigns.

THE INTERNSHIP

The Business Operations Associate Intern will be actively involved in every facet of our non-profit operations. You will be teaming up with our Social Media Network and Event Planning and Marketing team. Candidates must have coursework or experience related to social media or communications with good verbal and writing skills, a creative writing perspective, and your experience will be evaluated. This isn't a run-and-get-coffee type of internship!

Our ideal intern will be doing all or most of the following:

- Process LRF Event (fundraising, social, and program) information through all related LRF web based media.
- Pitch, plan, promote and execute the various events for both fundraising and social categories events.
- Keep up with trending topics and build events according to fund raising mission as well as organize social events around the LRF mission.
- Provide updates and marketing promotional information for Twitter, Facebook, Tumblr, Pinterest, and a number of other social media and web sites.
- Work closely with Directors, Coordinators and LRF partners in updating and improving both the web based portals and sites and social media presence related to the events.
- Review LRF history, events, products, etc. and build events that align with the fund raising mission.
- Attend and report on all events. (e.g. fundraising, social gala, and more!)

QUALIFICATIONS

- College junior or senior
- Have reliable transportation or have arrangements
- Own a reliable laptop computer
- Previous planning experience and design skills are a plus
- Proficiency with Microsoft Office and all basic computer software

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#141 Suite 195 Charleston, SC 29407

549A Pompton Ave
Cedar Grove, NJ 07009



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QUALIFICATIONS (continued)

- Be a self-starter, taking initiative
- Have a positive, can-do attitude
- Possess excellent overall communication skills (both oral and written)
- Be highly organized and detail-oriented
- Demonstrate a professional appearance and attitude at all times
- Be trustworthy regard to confidential information
- Demonstrate strong time management and be able to multiple tasks and prioritize without supervision.
- Excellent planning/research skills and promotional experience
- Strong creativeness and the desire to take initiative to plan, promote, and execute events
- Basic understanding of Adobe Photoshop or a photo editing program is a plus

COMPENSATION

This internship is unpaid – academic credit is optional. However, we offer the following benefits:

- Opportunity to travel and grow in the non-profit
- Training in WordPress, Google Analytics and basic Search Engine Optimization
- Strategic skills for running a brand on Facebook, Twitter, Pinterest, and Tumblr
- Engage in event planning and marketing strategy planning

HOW TO APPLY

Please send the following to Stephanie Gonzalez (HR) at Stephanie.gonzalez@libertyrun.org. The email subject should be Business Operations Associate Internship.

Include the following if you haven't already submitted:

- Resume
- Indicate what area you are interested in working (New Jersey or South Carolina)

NOTE: you must indicate if you reside in or near the area you are interested in.

- Writing Sample: Personal blog post, or an article you've written or published. (If not published online, please attach. If online, please provide link in the body of your email.)

Thank you for you interest and we look forward to talking to you soon

Stephanie Gonzalez

Human Resources

Liberty Run Foundation

Stephanie.gonzalez@libertyrun.org

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