



Events Internship

[Mill Village Ministries](#) (MVM) is a faith-based family of nonprofit enterprises that elevates our whole community through social justice, healthy food, bicycle access, youth employment, and entrepreneurial training in Greenville, SC. Our **mission** is to confront local, systemic injustice through education, access, and resources by inviting the whole community to spark multigenerational improvements in Greenville, SC. Our **vision** is a Greenville that cherishes the common good to the point that everyone experiences dignity, belonging, and economic flourishing.

Job Details & Compensation:

This internship will generally take place from 9a-5p at our office in West Greenville. If not funded through an external grant, this position will be compensated through a stipend equating to a \$12/hour rate.

- *Spring Semester:* 12 weeks, February - late April, 15-25 hours/week
- *Summer:* 9 weeks, June - early August, 36 hours/week
- *Fall Semester:* 12 weeks, Mid-September - Early December, 15-25 hours/week

Job Description:

The Events Intern will report to the Events & Marketing Manager to assist in the development and execution of all events taking place during the internship period for Mill Village Ministries. This person will support the work of ensuring that all MVM events are as professional, efficient, and lucrative as possible.

General Responsibilities:

- **Event Planning (75%):** Assist in the preparation and execution of all events at Mill Village Ministries, including logistics, promotions, volunteer management, vendor collaboration, environment aesthetics, and securing auction items. The MVM major annual event calendar rhythm is as follows:
 - February: Village Launch, Village Ignite - Fueling Business Entrepreneurs
 - April: Mill Village Farms, [Culinary Concert](#) - Earth Week Soiree
 - July: Village Wrench, [Village Quench](#) - Tour de France Food & Wine Watch Party
 - October: Mill Village Ministries, [Rooftop Regale](#) - Skyline Tasting Tour
- **Website & Social Media (15% - Squarespace, Instagram, & Facebook):** Assist in building and updating all event pages on MVM enterprise websites and creating and posting social media content as it relates to events
- **Database Management (10% - Kindful & MailChimp):** Organize and update contact information of MVM supporters connected to events
- Help with other administrative duties as needed for the success of the Mill Village Ministries' Team as whole.

Requirements:

- People Skills: excellent verbal & written communication that is personable and professional, social intelligence, empathetic, eager to serve others, active listener
- Work Ethic: demonstrates followthrough, highly organized and attentive to detail, team player, self-starter and problem solver, adaptable, and enthusiastic
- Currently pursuing a bachelor degree in a related field or equivalent work experience
- High level of computer literacy
- Understanding of and enthusiasm for Mill Village Ministries' vision and willingness to advocate its mission
- Aged 20+ (sophomore or older) with a valid driver's license

Ideal Candidate:

Creative and able to come up with innovative ideas, able to focus on specific details, and has a logistical, organized mind. This intern is energized by efficient & accurate behind-the-scenes work and has event experience. Additionally, most MVM program participants are minorities who live in under-resourced communities in Greenville, SC. Representation matters, and we prioritize hiring staff that reflect the diversity of our participants. Having a personal car to run errands (mileage reimbursed) is also helpful.

Intern Development: All Mill Village interns have the additional compensated privilege of participating in personal and professional development.

- *Summer:* A weekly gathering including [JustFaith](#) small group and book study, as well as an exploration of understanding ourselves and pertinent local social issues such as racial reconciliation, gentrification, transportation, and economic upward mobility.
- *Semester:* Join in on regular staff development, which includes a rotation of bimonthly lunch and learns or a weekly book club.

[Mill Village Ministries Diversity, Equity, and Inclusion Statement](#)

Apply Now: www.millcommunity.org/internships
Questions? Contact intern@millcommunity.org