

Lipscomb Assistant

REPORTS TO: Community Relations Manager

STATUS: Temporary Part-Time

CLASSIFICATION: Non-Exempt

LOCATION: Columbia, South Carolina

Position Summary

The Lipscomb Assistant is a part-time, temporary, grant position with Children's Trust of South Carolina. This opportunity will be funded through the Lipscomb Family Foundation and will focus primarily on Child Abuse Prevention Month activities, fundraising and prevention messaging.

Duties and Responsibilities

Contributes to the planning and execution of campaign, marketing, public relations, training and event activities including press conferences, program meetings, networking convening events, group meetings, trainings and conferences. Activities may include, but not be limited to, attending planning meetings; developing social media posts and content; assisting with event set-up, registration and table hosting; updating email lists and writing email content.

Assist the Communications team in developing event collateral, executing marketing campaigns, drafting news releases, scheduling paid and organic social media, developing social media reports, hosting events, attending meetings and more.

Recruits and coordinates with grantees and partners on Child Abuse Prevention Month, training events and regional meetings.

Coordinates logistics and material fulfillment for Child Abuse Prevention Month, training events and regional meetings.

Assist with review of monthly analytics that will help determine the effectiveness of messaging strategies.

Assist in the coordination of select communication projects, including inventory management, establishing and tracking timelines and expenses.

Assist with planning and logistics meetings including distributing agenda and taking minutes, preparing checklists, templates, and other materials, and event research as needed.

Provide support for front office reception function as needed, including greeting guests and answering the phone when the executive assistant is at lunch or out of the office.

Assist with content creation such as newsletters, infographics, newsletters, social media, video and written stories. This may include writing, building social media graphics and more.

Participate in regularly scheduled team and planning meetings.

Propose new ideas to improve the event planning and implementation process.

Perform other duties and responsibilities as requested with positive and professional attitude, and team spirit.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of agency.

Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

Qualifications

Must be a college junior, senior or graduate-level student that can commit to working through May 2026. We are interested in candidates who have or are pursuing a bachelor's or master's degree in marketing, communications, journalism, public relations, English or other relevant field or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Experience with event planning and/or community outreach.

Must be self-motivated and able to work independently.

Bilingual (English/Spanish) applicants are a plus.

Must have own transportation and be available to drive and travel occasionally.

Manage light to moderate carrying and lifting of items.

Must be detail-oriented and have outgoing personality, strong oral and written communication skills.

Must have strong acumen of Microsoft Office, Internet research, business letter writing (for email correspondence), mail merge (labels from Excel spreadsheets) and telephone etiquette.

Children's Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required. Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the successes of our endeavors.

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