

Time Served

(864) 546-5060 | www.tsscnow.org

Office Address
222 Rutherford St.
Greenville, SC 29609



Mailing Address
P.O. Box 615
Taylors, SC 29687

Time Served seeks remote Development & Communications Intern to support our work!

About Time Served:

Time Served is a nonprofit legal aid organization headquartered in Greenville, SC. Our mission is to improve the lives of currently and formerly incarcerated South Carolinians through direct legal services and litigation, and to dismantle extreme sentencing in South Carolina, with a particular focus on vulnerable populations whose criminal system involvement was rooted in part in other traumas and injustices they had experienced.

Development & Communications Intern Opportunity:

If you are passionate about making a positive impact in your community & you have a knack for crafting compelling narratives, this opportunity is perfect for you! We are seeking a motivated and passionate development intern to join our team and help us secure the funding needed to drive our mission forward.

Development & Communications Intern Responsibilities:

- *Social media* - create and post engaging social media content for our social media platforms;
- *Research and identify grants* - conduct thorough research to identify potential grant opportunities that align with our organization's goals and initiatives;
- *Grant proposal development* - work closely with our team to create well-written, persuasive grant proposals that effectively communicate our mission, projects, and impact;
- *Application submission* - manage the entire grant application process, ensuring timely and accurate submission of proposals to various funding organizations;
- *Grant reporting* - assist in preparing necessary reports and updates for grantors, maintaining a transparent and positive relationship with funding partners.

Time Served partners with and is located at the Triune Mercy Center, which operates as a homeless day shelter and social service provider. *T*

Qualifications:

- *Experience preferred but not required.*
- Strong writing and communication skills.
- Attention to detail and ability to meet deadlines.
- Familiarity with grant application process.
- Passion for our organization's mission.

Time Commitment:

Flexible hours, with the opportunity to work remote.

Application Instructions:

Students that are interested in applying should send the following materials to Megan Powell, Deputy Director, at mpowell@tsscnow.org:

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1. Resume;
2. Cover letter.

Selected applicants will have a short interview with the legal team. Intern positions are unpaid, but we are happy to assist with any grant, stipend, or academic credit applications.

Incomplete applications will not be considered. Decisions will be made on a rolling basis.

Time Served is an equal opportunity employer and strongly encourages applications from all qualified individuals including women, people of color, people with conviction histories, persons with disabilities, ethnic and religious minorities, and lesbian, gay, bisexual, transgender, and gender non-conforming individuals.