

**TOWN OF PENDLETON
COMMUNITY EVENTS & MARKETING INTERN (PART-TIME, SEASONAL)
(NON-EXEMPT)**

GENERAL PURPOSE

The Town of Pendleton is seeking an enthusiastic and motivated Events Intern to support the planning, coordination, and execution of community events and town communications. This internship offers hands-on experience in municipal event management, community engagement, and local government operations while working closely with Town staff and community partners.

This internship is ideal for individuals interested in event planning, public service, tourism, or communications while contributing to the vibrancy of the Town of Pendleton.

SUPERVISION RECEIVED

Works under the general supervision of the Community Engagement Manager.

SUPERVISION EXERCISED

None. May occasionally assist in directing volunteers, temporary event staff, and other town employees during special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists with the planning, coordination, and execution of community programs and special events, including event set-up, breakdown, and on-site logistics.

Specific projects interns will assist with:

Spring / Summer Semester (January-July)- 400 hours

- Leadership Pendleton set up and event prep
- Town of Pendleton tourism packet
- Taste of Pendleton
- Summer music series
- Department communication projects

Fall/Winter (August-December)- 400 hours

- Scarecrow competition
- Fall Harvest Festival
- Tree Lighting
- Christkindlmarkt
- Christmas Parade
- Sensory Friendly Santa
- Department communication projects

Works with Town staff, vendors, and volunteers to ensure smooth event operations.

Supports the implementation of marketing and social media strategies by creating content, scheduling posts, and engaging with online audiences.

Help maintain event calendars and promotional materials.

Attend and support community events, which may include evenings and weekends.

Assists with outreach efforts to increase awareness and participation in Town programs and events.

Maintains and updates contact lists, program records, and event documentation.

Provides administrative support such as preparing materials, compiling reports, and assisting with communications.

Performing general office duties and maintaining all office supplies.

PERIPHERAL DUTIES

Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) High school diploma or equivalent is required.

Preferred Qualifications

(A) Coursework or experience in public relations, communications, marketing, event planning, or a related field preferred.

(B) Prior experience in event coordination, social media management, or community outreach is a plus.

Necessary Knowledge, Skills, and Abilities:

- Strong organizational and multitasking skills with attention to detail.
- Excellent verbal and written communication skills.
- Proficiency in using major social media platforms and basic graphic design tools (e.g., Canva, Adobe Spark, etc.).
- Ability to work effectively both independently and as part of a team.
- Friendly, outgoing, and approachable demeanor with a passion for community engagement.
- Willingness to work flexible hours, including some evenings and weekends.

SPECIAL REQUIREMENTS

Must possess a valid SC driver's license or the ability to obtain one within six (6) months of start date in this position.

TOOLS AND EQUIPMENT USED

Computer, social media platforms, basic graphic design software, standard office equipment (printer, copier, etc.), telephone, motor vehicle.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit, talk, hear, and use hands to handle or operate tools or controls. The employee may be required to walk, lift up to 50 pounds, and assist with physical aspects of event setup and takedown.

WORK ENVIRONMENT

Work is performed both in a standard office environment and outdoors. Noise levels may vary depending on location and activity. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Updated: January 2026

EMPLOYEE ACKNOWLEDGMENT

The signature of the employee indicates that he/she has seen the _____
_____ job description, and has had the opportunity to seek
clarification on any of the duties or responsibilities outlined for this position.

Employee Date: _____

Administrator Date: _____