Position: Website & Copy Editor Intern at the Riley Institute

Start date: August 2023

End date: Flexible (December 2023 or April/May 2024)

Compensation: $10 per hour

Supervisor: Claudia Winkler, The Riley Institute’s director of marketing & communications

Position description: The website and copy editor intern will assist the Riley Institute’s director of marketing and communications with updating and maintaining the institute’s website, including managing photos and video content, as well as developing drafts of press releases and other content in support of media outreach efforts.

Qualifications:
- Strong written and verbal communication skills
- Strong editing skills
- Willingness to take initiative and seek constructive feedback to learn and grow
- Highly organized and detail-oriented
- Ability to work independently while also valuing collaboration

Desired Skills (though not required):
- Experience with WordPress CMS
- Experience with Canva and/or Photoshop
- Experience following an editorial style guide
- Knowledge of video editing software like Adobe Premier products.

Hours per week: Minimum 10 hours per week with opportunity for more if student’s schedule allows.

To apply: Send your resume and cover letter to Claudia Winkler at claudia.winkler@furman.edu.

About the Riley Institute:

Launched in 1999, the Institute is named for former South Carolina Governor and former United States Secretary of Education Richard W. (Dick) Riley. It is committed to nonpartisanship in all it does and to a rhetoric-free, facts-based approach to change.

Our mission is to broaden student and community perspectives about issues critical to South Carolina’s progress. We build and engage present and future leaders, create and share data-supported information about the state’s core challenges, and link the leadership body to sustainable solutions.

We achieve our mission through a broad range of programs and initiatives. Our Center for Critical Issues hosts a variety of events throughout the year to highlight and encourage civil discourse around critical issues for the state and nation. The center’s events have featured former President Bill Clinton, former Director of National Intelligence Mike McConnell, former Secretary of State Madeleine Albright, and many more.
Our Center for Diversity Strategies has created a statewide leadership network with our Diversity Leadership Initiative (DLI). There are more than 2,200 alumni of the DLI program, known as “Riley Fellows.” This powerful network includes CEOs of corporations, mayors, city and county council members, legislators, school superintendents, nonprofit heads, chamber of commerce directors, and religious and community leaders.

We also have a Center for Education Policy and Leadership that produces nationally recognized education research, most recently on the topic of Montessori education in public schools.