

April 1, 2021

Writer

Aldersgate Special Needs Ministry – Irmo, SC

Aldersgate Special Needs Ministry (ASNM) is a private residential provider for adults with developmental disabilities. We are a ministry of the SC Conference of the United Methodist Church. For more information about the ministry, visit aldersgatespecialneedsministry.org.

This is an exciting opportunity to document our organization's 20-year history.

Schedule: 20 hours per week; 140 hours total during June 1 and July 29, 2021

Pay: \$10/hour

Job Duties

- Conduct research and interviews
- Organize historical information
- Document organization's 20-year history in writing

Requirements

- College of Information and Communications undergraduate student, Sophomore or above
- Proficient in Excel, Word, PowerPoint and PDF software
- Excellent oral and written communication skills
- Strong organizational skills
- Proficient in AP style

Preferred Skills and Qualifications

Journalism major

- Publishing or printing process knowledge

To apply: send cover letter, resume and transcript to Elaine Mathis at asnm-sc@att.net by April 30, 2021.