



Site Administrative Intern Job Description

Position Summary

The Site Administrative Intern (SAI) is responsible for managing, organizing and performing administrative duties for the site and, along with the Site Coordinator, serves as the primary liaison between the site and Freedom School Partners' main office staff. The SAI has a key role in ensuring that operations are effective and efficient, requiring strong organizational and customer service skills.

Primary Duties

Office Administration

- Attend CDF *Freedom Schools*® National Training in Tennessee and in-town training with Freedom School Partners
- Monitor all site emails and phone calls, in collaboration with the Site Coordinator
- Organize, manage and execute Finale, and coordinate and assist with site clean-up, adhering to Freedom School's guidelines and instructions
- Assist the Site Coordinator to maintain and support a strong culture of teamwork, open communication and relationship
- Immediately report any safety concerns to the Site Coordinator or Region Director

Volunteers/Field-Trip & Activities Support

- Organize and manage the morning pep rally, "Harambee". This includes daily reminders, maintaining Harambee space, and greeting guest readers
- Help prepare staff and scholars for field trips, including ensuring that all permission slips are signed and sent with staff to the assigned field trip.
- At each daily debrief: (1) gather staff's opinion on the previous day's field trips and on-site activities; (2) inform the staff of volunteers to expect the next day; (3) assign staff to greet field trip volunteers.
- Submit the Harambee Reader/Volunteer/Activities/On-site Activities report using an online survey tool.
- Submit the "Books Read at Harambee" report.

Scholar and Parent Engagement Support

- Complete scholar attendance and track Parent Engagement hours using the Freedom School Partners web-based spreadsheet, and update as needed. As well as registering scholars as needed.
- Assist Site Coordinator to communicate with parents
- Prepare and assist with Parent Meetings
- Will be placed in a classroom with scholars when not seeing to the admin work or assisting the Site Coordinator

Skills Required

- Strong interpersonal skills, ability to focus on solving conflict and keeping emotions under control
- Manages difficult or emotional customer situations; responds promptly to customer needs
- Interest in working as part of an intergenerational team, with the ability to help build positive team spirit
- Prioritizes and plans work activities and use time efficiently
- Follows policies and procedures, and completes administrative tasks correctly and on time
- Proficient in Microsoft Office, Word, and Excel
- Enthusiasm for the CDF *Freedom Schools*® program and commitment to children's advocacy and servant leadership
- Valid ID and reliable transportation
- Satisfactory drug test and satisfactory background check for criminal and child protective findings

Accountability

Shall be accountable to the Site Coordinator and Region Director

About Freedom School Partners

Freedom School Partners is a nonprofit organization with the mission to "promote the long-term success of children by preventing summer learning loss through igniting a passion for reading and inspiring a love of learning."

Application Process

Interested applicants should visit www.freedom-schoolpartners.org/careers to fill out an application.