



## Freedom School Partners Job Description Region Assistant Role

**Overview:** The Region Assistant is responsible for supporting the work of the Region Director and success of six sites in their region. The Region Assistant role will be a part-time, year-round position that will provide critical support to the Freedom School Partners community.

### **Principle Responsibilities for their Region:**

- Phone call, email, calendar and scheduling support
- Managing region's SharePoint site
- Frontline communication with parents and families at Arosa House
- Site Administrative Intern point of contact for each site
- Keeping track of the waiting list and scholar totals for each site
- Preparing and distributing scholar information for sites; including rosters, emergency contact lists, etc.
- Scholar registration, spring recruitment, and orientation meetings
- Collecting and monitoring registration fees
- Coordination and implementation of parent meetings
- Confirming and organizing Field Trips and OSAs
- Significant data entry
- Inventorying books, supplies, materials
- Support the region director in and addressing the concerns of partners, parents, volunteers, and other stakeholders
- Organizing and distributing forms, manuals and other materials
- Additional program support as requested

### **Qualifications/Knowledge/Education:**

- Commitment to the CDF Freedom Schools program
- Communicate responsibly, maintain confidentiality, and strong attention to detail and accuracy
- Strong communication skills
- Familiarity with and ability to work in Microsoft Word, Excel, PowerPoint, Office 365, and SharePoint.
- Willingness to learn computer applications
- Spanish speaker preferred
- Able to assist with evening/early morning registration, orientation meetings, parent events
- Highly motivated and willing to be flexible
- High school graduate

### **Compensation and Benefits:**

- Part-time, annual position: January 2018 – December 2018
  - January – February: 25 hours a week (estimated)
  - March – April: 35 hours a week (estimated)/maximum
  - May – August: 40 hours a week (estimated)/maximum
  - September – December: 20 hours a week (estimated)
- Pay will be at an agreed upon hourly rate.

**Accountability:** The region assistant role will report to one of three region directors.

**Apply:** If you have questions about this role or would like to apply, please email your resume and cover letter to Sally Sacco at [sally@freedomschoolpartners.org](mailto:sally@freedomschoolpartners.org).