



## **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.

**\*FSP reserves the right to amend the position description due to unforeseen circumstances.**

### **Primary Duties**

#### ***Office Administration***

- Attend CDF *Freedom Schools*® National Training and in-town training with Freedom School Partners.
- Monitor all site emails and phone calls, in collaboration with the Site Coordinator.
- Coordinate and assist with site set-up and clean up.
- Set-up, maintain and breakdown Harambee space.
- Organize, manage and execute Finale, adhering to Freedom School's guidelines and instructions.
- Assist the Site Coordinator to maintain and support a strong culture of teamwork and open communication.
- Maintain health and safety standards, and report any concerns to the Site Coordinator.
- Collaborate with site staff to establish and maintain a positive, supportive, and structured environment for the scholars.
- Serve as a positive role model for the Freedom School scholars.

#### ***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.
- Assist Site Coordinator with communication to parents.
- Prepare and assist with Family Engagement Nights.
- Prepare to be in the classroom if not performing administrative duties or as needed as a substitute.

### **Skills Required**

- Interest in working with and supervising children in a classroom setting
- Strong interpersonal skills and possess the ability to focus on solving conflict
- Able to communicate effectively, both orally and in writing
- Mature and professional demeanor
- Ability to manage difficult or emotional situations
- Proficient in Microsoft Office, Word, and Excel
- Prioritizes and plans work activities, and uses time efficiently
- Follows policies and procedures, and completes administrative tasks correctly and on time
- Ability to work in the summer heat, lift at least 50 pounds and actively participate in field trips and activities, as needed (field days, swimming, science experiments, etc.)
- Interest in working as part of an intergenerational team, with the ability to help build positive team spirit
- Enthusiasm for the CDF *Freedom Schools*® program and commitment to children's advocacy and servant leadership
- Strong appreciation for individual cultural history and the willingness to be open to, and respectful of all cultures
- At least 18 years old, enrolled in college and completed at least 1 year of undergraduate studies or recent college graduate who has previously served as a Freedom School Servant Leader Intern (SLI)



- Ability to reside in the Charlotte area for duration of training and summer program (room and board/housing assistance is unavailable)
- Fully vaccinated against COVID-19
- 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.

### **About Freedom School Partners**

Freedom School Partners is a nonprofit organization with the mission to inspire their scholars to love reading and learning, believe in themselves, and create extraordinary futures.

### **Application Process**

Interested applicants should visit [www.freedom-school-partners.org/careers](http://www.freedom-school-partners.org/careers) to apply.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work performed by person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

### **Equal Employment Opportunity**

FSP desires to have a workforce, which is diverse and inclusive. FSP offers equal employment and advancement opportunities to qualified individuals, without regard to race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology or membership in any other legally protected class.