



Program Assistant Job Description

Position Overview

The Freedom School Partners (FSP) Program Assistant is responsible for supporting the work of the Program Team and assisting with the success of the Children's Defense Fund Freedom Schools® programs in Charlotte, NC.

Primary Responsibilities

Program Team

- Phone call, email, and scheduling support.
- Frontline communication with parents and families.
- Assist with communication with school staff.
- Attend scholar registration, spring recruitment, and orientation meetings.
- Facilitate parent orientation meetings.
- Manage the interest list, waiting list, and scholar totals for each site.
- Prepare, update and distribute scholar information for sites – classroom rosters, emergency contact lists, student demographic information, etc.
- Keep track of data in the Student Information System, FSP Connect.
- Collect and monitor parent registration fees.
- Assist in the planning and coordination of summer Family Engagement Nights.
- Support the Scholars and Families Manager in addressing the concerns of parents.
- Organize and distribute forms, manuals, and other materials.
- Support the Supplies and Materials Coordinator in the ordering of FSP summer t-shirts and the distribution process.
- Provide support for summer staff training sessions.
- Assist at offsite storage facility, as needed.
- Assist with additional program-related duties, as needed.

Summer Staff Recruitment

- Schedule career fairs with colleges and universities and attend, as needed.
- Manage FSP's presence on the online job boards at colleges and universities.
- Assist with the scheduling of interviews and participate, as needed.

FSP Academy

- Assist with planning, scholar engagement, speakers, and chaperones.
- Phone call, email, scheduling, and mentorship support.
- Prepare and update FSP Academy scholar information.
- Support Year-Round Engagement Coordinator with FSP Academy needs.

Qualifications/Knowledge/Education

- Bachelor's degree or comparable professional experience
- Spanish speaker preferred
- Strong communication skills, and ability to communicate responsibly, maintain confidentiality, and strong attention to detail and accuracy
- Working knowledge of Microsoft applications (Word, Excel, PowerPoint, Office 365)
- Experience with a Cloud-based platform, i.e. SharePoint or OneDrive
- Organized, with a strong ability to multi-task
- Willingness to learn computer applications
- Comfortable working in collaboration with others
- Able to assist with and attend evening/early morning registration, orientation meetings and parent events
- Professional presence and presentation
- Highly motivated and willing to support organizational needs beyond primary responsibilities
- Appreciation and support of diversity, equity and inclusion
- Commitment to CDF Freedom Schools®
- Valid ID and reliable transportation
- Satisfactory drug test and satisfactory background check for criminal and child protective findings



Accountability

Shall be accountable to the Scholars and Families Manager.

Compensation, Status and Benefits

- Competitive Salary \$37,500-\$42,500
- Full-Time (40 hrs./wk.; position may include occasional evenings and weekends)
- 10 vacation days earned after 90 days of successful employment (prorated to start of calendar year); additional days earned after two years of employment
- 10 paid holidays (defined annually) and 2 floating holidays
- 10 sick or personal leave days per calendar year
- Individual health, life and AD&D insurance coverage through organization's policies, premiums paid in full
- Option to participate in dental and vision insurance (employee paid)
- Option to participate in flex benefit plans (FSA and DCA)
- Option to participate in SIMPLE IRA plan, in which FSP matches employee contributions up to 3%

About Freedom School Partners

Freedom School Partners (FSP) is a nonprofit organization that strives to stop summer learning loss by offering opportunities that build children's reading and social-emotional skills. FSP serves our community's most vulnerable children, providing access to a rich summer learning experience in which they maintain or gain reading ability. Freedom Schools are led by college student interns and connect scholars to a broader community that believes in and advocates for them. In addition, FSP engages parents as partners to support scholars' success. FSP's mission is to inspire our scholars to love reading and learning, believe in themselves and create extraordinary futures. Freedom School Partners (FSP) Academy engages high school students, especially those who have previous Freedom School experience, in a development program throughout their entire high school experience. The program's focus is leadership, academic, professional, and character development.

Application Process

Interested applicants should send resume and cover letter to admin@freedom-school-partners.org with Program Assistant in the subject line. No phone calls please.

Disclaimer

The above statements are intended to describe the general nature and level of work performed by the 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.