



## **Supplies and Materials Assistant**

### **Job Description**

#### **Position Overview**

The Freedom School Partners (FSP) Supplies and Materials Assistant, in conjunction with the Enrichment Manager, is responsible for the storage and supplies for 12 plus sites for the Children's Defense Fund Freedom Schools® programs in Charlotte, NC. They will also assist in all scholar enrichment activities and signature program events, including field trips, on-site activities, city-wide events, supplies, materials, storage and kits. They will work as part of the Freedom School Partners team, assisting with other needs as necessary.

#### **Primary Responsibilities**

- Manage storage and supplies in conjunction with the Enrichment Manager.
- Ensure that enough supplies are in stock for site kits, rainy day activities, classroom and site bins, and manage assembly of kits.
- Manage the supply inventory schedule and system to monitor items coming in/leaving storage to ensure accuracy of supplies.
- Create and manage a communications system with staff to keep them up to date on supplies inventory and when items can be picked up daily.
- Plan, manage and execute site pick-up and site drop-off of materials.
- Look ahead at calendars and create a supply drop-off and pick-up schedule for deliveries, such as yoga mats or other supplies needed for on-site activities.
- Assist in implementation of signature city-wide events: Jubilee, Field Day, LIII events, etc.
- Assist with supply shopping and deployment throughout the program
- Assist with volunteer events that take place at storage, when necessary
- Assist in supporting each FSP site with Finale, including food, invitations and decorations.
- Assist with additional program duties, as needed.

#### **Skills Required**

- At least 18 years of age and completed at least one year of undergraduate studies
- Organized, with a strong ability to multi-task
- Strong communication skills, and ability to communicate responsibly, maintain confidentiality, and strong attention to detail and accuracy
- Excellent interpersonal and customer service skills
- Working knowledge of Microsoft applications (Word, Excel, PowerPoint, Office 365)
- Experience with a Cloud-based platform, i.e. SharePoint or OneDrive
- Comfortable working in collaboration with others
- Willingness to work flexible schedule, as needed for work flow
- Professional presence and presentation
- Highly motivated and willing to support organizational needs beyond primary responsibilities
- Ability to lift at least 50 pounds
- Appreciation and support of diversity, equity and inclusion
- Commitment to CDF Freedom Schools®
- 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 Enrichment Manager

#### **Compensation and Benefits**

- \$15/hour for a maximum of 40 hours per week
- April 10, 2023 – August 4, 2023
- 3 paid holidays (May 29, June 19 and July 4)
- Mileage reimbursed at set rate



### **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.

### **Application Process**

Interested applicants should send cover letter and resume to [admin@freedom-school-partners.org](mailto:admin@freedom-school-partners.org) with Supplies and Materials Assistant in the subject line. No phone calls please.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being 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 work-force, 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.