



Technology Intern Job Description

Position Overview

The Technology Intern will support the entire Freedom School Partners (FSP) team, including the FSP sites across Charlotte, making sure the technology is set-up properly and maintained throughout the summer, and provide support to the central office.

Primary Responsibilities

- Set-up computers at sites across Charlotte, including Wi-Fi set-up, loading necessary documents, and hotspots
- Set-up phones for sites, including voicemail set-up and any other applications that need to be installed
- Provide assistance when technology issues arise at sites
- Accommodating requests for technology use in the classroom
- Empower the site to understand the technology and options that they have
- Data entry projects, as needed
- Provide support for In-Town Training
- Perform receptionist duties, such as answering the phone and greeting volunteers or guests
- Provide support at FSP warehouse with supplies distribution and coordination
- Perform other duties or tasks as needed for the Freedom School program

Skills Required

- Experience with MS Office and cloud based platforms, I.E. SharePoint or OneDrive
- Good understanding of IT systems and computers
- Highly motivated and willing to be flexible
- Interest in working as part of an intergenerational team
- Strong attention to detail and accuracy
- Mature and professional demeanor
- Ability troubleshoot and problem solve
- Strong appreciation for individual cultural history and the willingness to be open to, and respectful of all cultures
- Enthusiasm for the CDF *Freedom Schools*® program and commitment to children's advocacy and servant leadership
- At least 18 years of age, and completed at least one year of undergraduate studies
- Valid ID and reliable transportation
- Satisfactory background check for criminal and child protective findings

Accountability

Shall be accountable to the Operations Manager/Bookkeeper and Volunteer Coordinator

Compensation and Benefits

- \$15/hour for a maximum of 40 hours per week
- May 13, 2024 – August 2, 2024
- 3 paid holidays (May 27, 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-schoolpartners.org with Technology Intern 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.