



Administrative Intern

Job Description

Position Overview

The Administrative Intern will support the entire Freedom School Partners (FSP) team, including the FSP sites across Charlotte. ***FSP reserves the right to amend the position description due to unforeseen circumstances.**

Primary Responsibilities

- Assist the Operations Manager/Bookkeeper and Chief Administrative Officer with daily tasks
- Perform receptionist duties, such as answering the phone and greeting volunteers or guests at the central office
- Provide support at our secondary location (Latrobe)
- Support the Development, Operations and Program teams, with special projects
- Data entry projects, as needed
- Provide support for all FSP sites by phone or in person
- Coordinate and/or assist with summer staff training and family engagement logistics
- Assist with site set-up and clean-up
- Assist with supplies coordination and distribution
- Attend morning Harambee and field trips, as requested, to experience the work of Freedom School first hand

Skills Required

- 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
- Familiar with MS Office and a Cloud based platform, i.e. SharePoint or OneDrive
- Experience with Avery label making, or willingness to learn
- 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
- Fully vaccinated against COVID-19
- Valid ID and reliable transportation
- Satisfactory background check for criminal and child protective findings

Accountability

Shall be accountable to the Operations Manager/Bookkeeper

Compensation and Benefits

- Stipend based pay
- May 27, 2025 - August 1, 2025
- 3 paid holidays (May 26, 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 mai@freedom-schoolpartners.org with Administrative 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.