



## **Administrative Intern Job Description**

### **Position Overview**

The Administrative Intern will support the entire Freedom School Partners team, including the 18 sites across Charlotte.

### **Primary Responsibilities**

- Assist the Senior Administrative Coordinator with daily tasks
- Perform receptionist duties, such as answering the phone and greeting volunteers or guests at the central office
- Support the Development, Operations and Program teams
- Data entry projects, as needed
- Provide support for In-Town Training
- Provide support for all 18 sites by phone or in person
- Assist with site set-up and clean-up
- Attend morning Harambee and field trips, as requested, to experience the work of Freedom School first hand
- Work closely with Technology Intern to accomplish tasks assigned by Senior Administrative Coordinator

### **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
- Valid ID and reliable transportation
- Satisfactory background check for criminal and child protective findings

### **Accountability**

Shall be accountable to the Senior Administrative Coordinator

### **Compensation and Benefits**

- Hourly rate for a maximum of 40 hours per week
- May 6, 2019-August 2, 2019
- 2 paid holidays (May 27 and July 4)
- Mileage reimbursed at set rate

### **About Freedom School Partners**

Freedom School Partners is a nonprofit organization with the mission to “promote the long-term success of children by preventing summer learning loss through igniting a passion for reading and inspiring a love of learning.”

### **Application Process**

Interested applicants should send cover letter and resume to Shelley Backstrom at [shelley@freedomschoolpartners.org](mailto:shelley@freedomschoolpartners.org)