



## **Region Assistant Job Description**

### **Position Overview**

The Region Assistant is responsible for supporting the work of the Region Director and assisting with the success of six sites in their region. The Region Assistant role will be a part-time, year-round position that will provide critical support to the Freedom School Partners Community.

### **Primary Responsibilities for their Region**

- Phone call, email, and scheduling support
- Frontline communication with parents and families at Arosa House
- Site Administrative Intern point of contact for each site
- Manage the wait list and scholar totals for each site
- Prepare and distribute scholar information for sites; including rosters, emergency contact lists, etc.
- Scholar registration, spring recruitment, and orientation meetings
- Keep track of data in the Student Information System
- Collect and monitor parent registration fees
- Inventory books, supplies and materials
- Support the Region Director in addressing the concerns of parents
- Organize and distribute forms, manuals and other materials
- Additional program support as needed

### **Qualifications/Knowledge/Education**

- High School graduate
- 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
- Willingness to learn computer applications
- Able to assist with evening/early morning registration, orientation meetings and parent events
- Highly motivated and willing to support organizational needs beyond primary responsibilities
- Spanish speaker preferred
- 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 one of the two Region Directors

### **Compensation, Status and Benefits**

- Competitive Salary
- Part-time, annual position
  - January-April: 20 hours a week (estimated)
  - May-August: 40 hours a week (estimated/maximum)
  - September-December: 20 hours per week (estimated)
- 5 vacation days earned after 90 days of successful employment (prorated to start of calendar year); additional days earned after 2 years of employment
- 8 paid holidays (defined annually) and 1 floating holidays
- 5 sick or personal leaves days per calendar year
- Pay will be at an agreed upon hourly 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 resume and cover letter to [info@freedom-schoolpartners.org](mailto:info@freedom-schoolpartners.org) with Region Assistant Role in the subject line. No phone calls please.