



Registration and Operations Assistant Job Description

Position Overview

The Region and Operations Assistant is responsible for supporting the work of the Scholars and Families Manager and assisting with the success of the Children's Defense Fund Freedom Schools® summer program.

Primary Responsibilities

- Phone call, email, and scheduling support.
- Frontline communication with parents and families.
- Assist with communication with school staff.
- Assist in the planning and coordination of Family Engagement events.
- Manage the wait list and scholar totals for each site.
- Prepare, update and distribute scholar information for sites – classroom rosters, emergency contact lists, student demographic information, etc.
- Host/assist with Parent/School/Partner information and orientation meetings.
- Keep track of data in the Student Information System, FSP Connect.
- Collect and monitor parent registration fees.
- Support the Scholars and Families Manager in addressing the concerns of parents.
- Organize and distribute forms, manuals and other materials.
- Provide support for summer staff training sessions.
- Assist at offsite storage facility, as needed.
- Assist with additional program related duties, as needed.

Qualifications/Knowledge/Education

- High School graduate
- Spanish speaker preferred
- 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
- Organized, with a strong ability to multi-task
- 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
- Appreciation and support of diversity, equality and inclusion
- 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 the Scholars and Families Manager.

Compensation, Status and Benefits

- Part-time, seasonal position
 - January-April: 25 hours a week (estimated)
 - May-July: 40 hours a week (estimated/maximum)
- Hourly rate of \$12/hour

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 admin@freedom-school-partners.org with Registration and Operations Assistant in the subject line. No phone calls please.

Disclaimer

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