



Administrative Intern

State job classification: Clerical Specialist

Status: Part-time, temporary, \$15/hour

Organization

South Carolina First Steps (SCFS) is both a nonprofit and state agency and is the only dedicated, comprehensive early childhood agency in South Carolina focused on getting children ready for school and life success. Annually, we serve more than 30,000 children. Established by the South Carolina General Assembly in 1999, SC First Steps provides funding and support to a network of 46 local, First Steps partnerships, one in every county. Through the partnerships, First Steps provides evidence-based parenting, literacy, and development programs; training for early childhood educators; child care scholarships; child care quality enhancement; and a slate of other early interventions. Through First Steps 4K, the agency partners with over 200 child care centers to offer free, high-quality, educational Pre-K 4 to more than 2500 children. In addition to developing, funding, and supporting programs and initiatives statewide, South Carolina First Steps coordinates the activities of the South Carolina Early Childhood Advisory Council, a collaborative body representing the state's early childhood system. The Early Childhood Advisory Council works to ensure that South Carolina's children arrive at school ready to reach their highest potential, are healthy and safe, and are actively supported by their families and communities.

The diverse workforce that makes up the 75+ member team at SCFS includes salaried and hourly positions and is governed by a State Board of Trustees. As an organization, we value children, relationships, equity, high quality, and results. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

Team: Capacity Building Team

The SC First Steps Administrative Team integrates core, cross-cutting functions including communications, strategy, evaluation, data management, human resources, fundraising, grants management and compliance across the organization, with local partnerships, 4K providers and with other agencies and systems.

Position Description

The Administrative Intern serves as an essential role within the administrative team and supporting Senior Management and First Steps AmeriCorps. This position will report to the agency's Human Resources Manager and the First Steps AmeriCorps Coordinator to provide assistance with HR and recruitment processes, policy review and implementation, and the management of personnel information, create supporting materials for board, staff, and AmeriCorps meetings, and assist with special projects and events.

Responsibilities and Duties

1. Provide primary administrative support to the agency's Human Resources Manager and AmeriCorps Coordinator and performs routine and complex duties to support the mission of the agency, including the State Board of Trustees. (30%)
2. Assist in the recruitment process for all agency positions, including First Steps AmeriCorps members, to ensure that minimum requirements and focus areas are in compliance with job postings. (25%)
3. Assist in preparing information and research materials; create and maintain PowerPoint presentations. (10%)
4. Provide administrative coordination on HR policies and procedures and AmeriCorps site management through the collection of required documentation and in accordance with the HR filing system AmeriCorps guidelines. (20%)
5. Attend company functions and networking events as needed. (5%)
6. Assist in the preparation of communication materials to support agency updates and First Steps AmeriCorps. (5%)
7. Other duties as assigned. (5%)

Qualifications and Skills:

Required:

- High school degree; enrolled in an accredited university/college
- Ability to take initiative, manage competing priorities, and meet deadlines
- Ability to work both independently and collaboratively in a team-oriented work environment
- Sincere commitment to inclusivity and cross-cultural competence
- Proficiency in Microsoft Office Suite and Adobe PDF creation
- Have the ability to learn new technology programs quickly with high levels of accuracy.
- Attention to detail

Other Requirements:

- Valid South Carolina Class "D" Driver's License and ability to perform limited travel in-state.
- Must have vehicle to use in performance of job.
- Must be able to pass criminal background, child, and adult maltreatment screen.

To apply, send your resume to Avian Jones at hr@scfirststeps.org.