



Local Partnership Operations Team 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: Local Partnership Team

Over the past 20 years, the SC First Steps Local Partnership Team has evolved to meet the changing needs of local county partnerships and to adapt to the opportunities provided as the early childhood education field advances its knowledge and experience within our state and nation. First Steps' Enabling Legislation describes Technical Assistance (TA) and consultation as a duty of the state office to, *"provide technical assistance, consultation, and support to county partnerships to facilitate their success including, but not limited to, model programs, strategic planning, leadership development, best practice, successful strategies, collaboration, financing, and evaluation.* The state is divided into seven regions comprised of six to seven counties. Each region has an assigned Local Partnership Program Officer. Local Partnership Program Officers also have an area of expertise which includes evaluation and data management, parenting and home visiting, early education and child development, non-profit management and governance, health, and transitions.

Position Description

The Operations Team Intern will assist the Operations Team in development of content for the learning management system to include drafting presentations, documents, surveys, and process documents. The learning management system is an online portal that will house content in the form

of on-demand modules for orientation, training, and information sharing to our local partnerships, their boards, and our internal staff.

Responsibilities and Duties

1. Assist in the creation and development of training content and the refining and formatting of content to be used in the online learning management system (90%)
2. Other duties as assigned. (10%)

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.