



First Five SC 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 50,000 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 250 child care centers to offer free, high-quality, educational Pre-K 4 to more than 3,300 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: Early Childhood Advisory Council

South Carolina's Early Childhood Advisory Council is a collaborative body representing the state's early childhood system. Established in state statute, the Early Childhood Advisory Council includes the directors of state agencies, elected officials, state-level early childhood leaders, members of the business and medical communities, parents and early childhood educators. First Five SC is a product developed by the SC Early Childhood Advisory Council and first introduced in 2022. First Five SC has connected thousands of families to vital services and support.

Position Description

The First Five SC Intern will work in close collaboration with the First Five SC project team to support South Carolina's early childhood portals' growth and development. This position is based in Columbia, SC.

Responsibilities and Duties

1. Maintain contact lists for partners and track their progress towards inclusion, and status of their requested site updates.
2. Assist in planning, scheduling, and coordinating advisory group, stakeholder, and partner meetings.
3. Review all links on website to ensure correct, and review for needed updates/changes.
4. Answer questions and inquiries from partners and stakeholders about onboarding process and status.
5. Assist in troubleshooting issues related to onboarding, reviewing onboarding requirements, and assist in product testing and partner program applications on First Five SC for errors.
6. Assist in general correspondence and communications with partners.
7. Attend, schedule, and document meetings and assist with other First Five SC development tasks as needed.
8. Support First Five SC operations, updates, and maintenance.
9. Other duties as assigned.

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.