



**Position Description:** 4K Administrative Intern (Paid Opportunity)

**Organization**

Created by the SC General Assembly in 1999, South Carolina First Steps to School Readiness is the state's comprehensive early childhood education agency and a 501(c)3 nonprofit organization. SC First Steps (SCFS) takes a holistic approach to accomplishing our mission of preparing all kids for success in school, work and life, offering services that improve children's health, strengthen families, expand access to quality child care, increase participation in four-year-old kindergarten (4K) programs and help transition rising kindergartners into school. Through a network of 46 affiliates, called "local partnerships," SCFS reaches children 0-5 and their families in every county of the state. With funding from the state, SCFS provides over 2,200 four-year-olds with access to 4K across 64 school districts annually. The diverse workforce that makes up the 50+ member team at SCFS includes salaried, hourly, and grant-funded positions and is governed by a State Board of Trustees. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

**Team: Child Early Reading Development and Education Program (CERDEP) – 4K Program**

The First Steps 4K Team is responsible for providing publicly-funded 4-year-old kindergarten in licensed childcare settings in 64 school districts across SC. The Child Early Reading Development and Education Program (CERDEP) was created as a pilot program in 2006 and codified alongside the state's Read to Succeed legislation (Act 284) in June 2014. The original pilot program – then known as the Child Development Education Pilot Program or CDEPP - was established by the SC General Assembly in response to Abbeville County School District, et. al. v. South Carolina, a school equity funding lawsuit brought by rural school districts. Children who qualify for free- or reduced-price lunch, those receiving Medicaid, and/or those with documented developmental delays are eligible to participate in CERDEP. CERDEP is co-administered in private preschool settings by South Carolina First Steps to School Readiness (First Steps).

**Position Description:** Under supervision of the First Steps 4K State Director, this internship provides 4K team support and handling multiple projects simultaneously, including the approval of 4K student applications, data entry, marketing and parent outreach efforts and providing assistance with event planning implementation. This position is located at 1300 Sumter Street, Columbia, SC.

**Responsibilities and Duties:**

1. Assist with organizing all planning and communications tied to special events and professional development and trainings planned during the summer.
2. Approve 4K student applications and maintain electronic and hard copy filing system of all 4K records.
3. Complete data entry of all approved student application into First Steps 4K data system with great accuracy and meet all necessary deadlines.
4. Assist in marketing and parent outreach activities (e.g. social media, direct mail, eligibility leads, etc.)

5. Perform other duties as assigned by the 4K State Director.

**Qualifications and Skills:**

Required:

- A high school diploma and currently enrolled in an accredited higher education institution
- Strong Microsoft Office products skills, to include Excel spreadsheets
- Driven, hard-working and ability to take direction and multi-task
- Customer service skills to both internal and external customers
- Exhibit excellent written and oral communication skills

Other Requirements:

- Valid South Carolina Class "D" Driver's License and ability to travel in-state and out of state
- Maintain and show proof of personal auto insurance
- Must be able to accept some exposure to communicable diseases (i.e. childcare setting)
- Must be able to work in an environment that may be moderate to loud (i.e. childcare setting)
- Ability to lift up to 45 pounds

To apply, submit your cover letter and resume to Samantha Ingram at [hr@scfirststeps.org](mailto:hr@scfirststeps.org).