



**Position Description:** Administrative Intern

**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 partners," SCFS reaches children 0-5 and their families in every county of the state. With funding from the state, annually, SCFS provides over 2200 four-year-olds with access to Pre-K 4 across 64 school districts. 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: Administrative**

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. The Administrative Team is led by the Executive Director.

**Position Description:**

As an intern with SC First Steps, you will serve an essential role within the administrative team and supporting Senior Management. This internship is an excellent opportunity to showcase skills in collaborative thinking, leadership, and non-profit management while growing your knowledge of governmental and non-profit procedure and early childhood education practices. The Administrative Intern will report to the agency's Administrative and Human Resources Coordinator and provide assistance with HR processes, policy review and implementation, and the management of personnel information. Additional roles will include assisting with Board of Trustees meetings, creating supporting materials for board and staff meetings, and the planning and presentation of special projects and events.

**Responsibilities and Duties:**

1. Provides primary administrative support to the agency's Administrative and Human Resources Coordinator and performs routine and complex duties to support the mission of the agency, including the State Board of Trustees.
2. Assists in the recruitment process for all agency positions to ensure that minimum requirements and focus areas are in compliance with job postings.

3. Assists in preparing information and research materials; create and maintain PowerPoint presentations.
4. Provides administrative coordination on HR policies and procedures through the collection of required documentation and in accordance with the HR filing system.
5. Attend company functions and networking events as needed.
4. Other duties as assigned.

### **Qualifications and Skills:**

#### Required:

- High school degree; enrolled in an accredited university/college.
- Excellent oral, written, and interpersonal communication skills; attention to detail; be reliable and prompt; and be able to work in a team environment.
- Proficient in Microsoft Office Suite and Adobe Acrobat Pro.
- Knowledge of customer service principles and best practices.
- Ability to work well with people and exhibit awareness and sensitivity to diversity.
- Energetic and eager to tackle new projects and ideas.

#### Preferred:

- Strong problem solving, leadership and analytical skills.
- Organizational skills including attention to detail, judgement, adaptability, team work, stress tolerance, and resilience.
- Ability to possess Initiative and problem-solving capabilities.

#### 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.
- 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).**