



**Position: 4K Administrative Intern**

**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 65+ 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: 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:**

- Assist with organizing all planning and communications tied to special events and professional development and trainings planned during the summer.
- Approve 4K student applications and maintain electronic and hard copy filing system of all 4K records.
- Complete data entry of all approved student application into First Steps 4K data system with great accuracy and meet all necessary deadlines.
- Assist in marketing and parent outreach activities (e.g. social media, direct mail, eligibility leads, etc.)
- 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 visit <https://bit.ly/3LMjpQF> or submit your cover letter and resume to Avian Jones at [HR@scfirststeps.org](mailto:HR@scfirststeps.org)