



Position Description: 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: 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 and AmeriCorps. 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 Executive Assistant and the AmeriCorps 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, staff, and AmeriCorps meetings, and the planning and presentation of special projects and events.

Responsibilities and Duties:

1. Provide primary administrative support to the agency's Executive Assistant and AmeriCorps Coordinator and performs routine and complex duties to support the mission of the agency, including the State Board of Trustees.
2. Assist in the recruitment process for all agency positions, including First Steps AmeriCorps members, to ensure that minimum requirements and focus areas are in compliance with job postings.
3. Assist in preparing information and research materials; create and maintain PowerPoint presentations.
4. Provide administrative coordination on HR policies and procedures and AmeriCorps site management through the collection of required documentation and in accordance with the HR filing system AmeriCorps guidelines.
5. Attend company functions and networking events as needed.
6. Assist in the preparation of communication materials to support agency updates and First Steps AmeriCorps.
7. Other duties as assigned.

Qualifications and Skills:

Required:

- High school diploma; 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, visit <https://bit.ly/3A2sa3g> and submit your cover letter and resume to Avian Jones at hr@scfirststeps.org.