



**Position: Countdown to Kindergarten 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. As SCFS is a state-wide organization, some positions are remote, and some require travel.

**Team: Countdown to Kindergarten (CTK)**

Developed by South Carolina First Steps in 2003, Countdown to Kindergarten (CTK) has supported school transitions for more than 17,000 children statewide. It is a relationship-based family engagement home visitation program pairing the families of rising kindergartners at-risk for school challenges with their future teachers during the summer before school entry. Incoming kindergartners and their parents are visited by the child's kindergarten teacher six times before starting school. Five visits take place in the child's home, while the last visit takes place at the school. Surveys completed by teachers and parents have consistently shown that they are satisfied with the program and that the program has met its goals of assuring a smooth transition to school, helping parents better understand kindergarten expectations, and creating positive relationships among the teacher and the parent and child.

**Position Description:** Under supervision of the First Steps Countdown to Kindergarten State Director, this internship provides support and handling of multiple projects simultaneously, including data entry, arranging for mailings, monitoring evaluation logistics, and marketing and outreach efforts. This position is located at 636 Rosewood Drive, Columbia SC.

**Responsibilities and Duties:**

- Assist with organizing communications to recruit school districts, elementary schools, and kindergarten teachers
- Develop and compile data spreadsheet of contact information of key Countdown stakeholders
- Arrange for assembling and mailing promotional products to stakeholders
- Support Countdown to Kindergarten evaluation with logistical considerations, such as tracking completion of tasks and contact information of regional associates
- Assist in collecting and organizing parent and teacher survey responses
- Assist in marketing and outreach activities (e.g. social media, direct mail, eligibility leads, etc.)
- Perform other duties as assigned by the Countdown 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/3Sw8NK1> and submit your cover letter and resume to Avian Jones at [HR@scfirststeps.org](mailto:HR@scfirststeps.org)