

Caswell County Partnership for Children Program Assistant Intern



Caswell County Partnership for Children (CCPFC) is a non-profit organization serving children and families in Caswell County. CCPFC improves the quality of life for children and families by supporting initiatives addressing early education, family support, health and youth development. CCPFC administers North Carolina's Smart Start and Pre-K programs, as well as several other grant-funded programs. CCPFC strives to be a central source of information about activities, programs, and resources for children and families.

CCPFC is seeking a Program Assistant Intern to assist the Executive Director with the administration and implementation of the Caswell County Partnership for Children (CCPFC) services. This individual will be expected to perform in a fast paced, changing work environment while handling multiple tasks.

Program Assistant Intern Job Duties:

- Perform administrative and program support duties to assist the Executive Director.
- Type correspondence, reports, or other documents using a computer.
- Perform data entry functions.
- Duplicate and scan documents using copier machine.
- File documents.
- Assist with record keeping.
- Answer multi-line telephone system, forward calls to the appropriate staff, take & route messages, and/or provide information as needed.
- Schedule appointments and meetings.
- Obtain competitive bids for goods, services and program materials.
- Provide support to the Executive Director with board and committee meetings, including, but not limited to, coordinating meeting arrangements, assembling meeting materials, and recording minutes.
- Complete an inventory of the fixed assets.
- Organize reading material in office waiting area. Ensure all materials are up-to-date.
- Assemble and file media clippings.
- Participate in CCPFC's marketing plan. Activities include assisting with event planning and coordination and participating in community events. Assemble and mail materials for special events and programs.
- Communicate on behalf of the Executive Director to Child Care Administrators regarding areas such as professional development and technical assistance needs and updates.
- Distribute the early childhood educator professional development & training calendar.
- Assist with registration for professional development & training sessions.
- Assist with preparations for early childhood educator professional development & training sessions.
- Provide support for child care center/home start-up endeavors.
- Maintain the inventory and organization of the Resource Lending Library. Sort, file and shelf materials according to classification system.
- Assist with maintaining the Resource Lending Library user log and user applications. Assist visitors with using the resources. Track and manage resources that are checked out to ensure timely return.
- Assist with maintaining a record of Dolly Parton's Imagination Library undelivered books. Contact parents of children with returned books.
- Communicate on behalf of the Executive Director to Raising A Reader Site Implementers regarding areas such as reports and program updates.
- Maintain Raising A Reader inventory of books, bags, and other program supplies.
- Assist with planning event details for the annual Raising A Reader Library Celebration.

- Communicate on behalf of the Executive Director to Reach Out and Read Site Coordinators regarding areas such as reports and program updates.
- Maintain inventory of culturally- and developmentally appropriate new children's books for the Reach Out and Read program.
- Provide information on community literacy and educational opportunities to Reach Out and Read sites, including information from libraries, community colleges, Imagination Library, or other Smart Start programs as appropriate.
- Maintain organized, detailed and accurate files and records. Maintain all appropriate documentation.
- Complete reports, including summary reports, and maintain supporting documentation and/or records.
- Maintain strict confidentiality in all matters pertaining to CCPFC management and operations.
- Keep the Executive Director informed on all relevant operations, issues, and needs.
- Provide support to specific projects as assigned and perform all other duties as assigned by the Executive Director.
- Develop a tool to track project activities and measure progress.

Requirements:

Students applying for this internship should be Human Services or General Education majors or a related field.

To apply, email a letter of interest and resume to the CCPFC Executive Director at ccp4child@esinc.net.

Caswell County Partnership for Children
 PO Box 664, Yanceyville, NC 27379 - 336-694-1538 - fax: 336-694-7666
www.caswellchildren.org www.facebook.com/CaswellPartnershipForChildren

a partner in the
 smart start network 