Local Partnership Operations Team Intern
State job classification: Clerical Specialist
Status: Part-time, temporary, $15/hour
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 75+ 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: Local Partnership Team
Over the past 20 years, the SC First Steps Local Partnership Team has evolved to meet the changing
needs of local county partnerships and to adapt to the opportunities provided as the early childhood
education field advances its knowledge and experience within our state and nation. First Steps’
Enabling Legislation describes Technical Assistance (TA) and consultation as a duty of the state
office to, “provide technical assistance, consultation, and support to county partnerships to facilitate
their success including, but not limited to, model programs, strategic planning, leadership development,
best practice, successful strategies, collaboration, financing, and evaluation. The state is divided into
seven regions comprised of six to seven counties. Each region has an assigned Local Partnership
Program Officer. Local Partnership Program Officers also have an area of expertise which includes
evaluation and data management, parenting and home visiting, early education and child
development, non-profit management and governance, health, and transitions.

Position Description
The Operations Team Intern will assist the Operations Team in development of content for the
learning management system to include drafting presentations, documents, surveys, and process
documents.

of on-demand modules for orientation, training, and information sharing to our local partnerships,
their boards, and our internal staff.
Responsibilities and Duties
1. Assist in the creation and development of training content and the refining and formatting of
content to be used in the online learning management system (90%)
2. Other duties as assigned. (10%)
Qualifications and Skills:
Required: x High school degree; enrolled in an accredited university/college x Ability to take initiative, manage competing priorities, and meet deadlines x Ability to work both independently and collaboratively in a team-oriented work environment x Sincere commitment to inclusivity and cross-cultural competence x Proficiency in Microsoft Office Suite and Adobe PDF creation x Have the ability to learn new technology programs quickly with high levels of accuracy. x Attention to detail
Other Requirements: x Valid South C橐�Ԁ⟥钮�⁡➒ၞ〉ሆቹ⺿焅漐ƐɅ΃qᙶ摈㤀섀ᬰŲؒؒ礮뀋ếㄅ漐Ĺᘵ΃ 愮℠愧oල끡⫄挀ᝬᆵ桡⪏㄄Ȇሪ섉范愢鰐頴绊驞愢鰐頷⁡뚱땪츛팀Pɾ奊	ဎ�༱ף⁡⫎Ⴎ 
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