

Recruiting Interns NOW!

Since 1877, The Fresh Air Fund has unlocked the limitless potential of 1.8 million New York City children from low-income communities. Each year, thousands of children enjoy outdoor summer adventures through visits with volunteer host families along the East Coast and in Southern Canada, and at The Fund's five overnight camps in Fishkill, NY. Fresh Air children also participate in year-round leadership and educational programs.

The Fresh Air Fund is recruiting for Community Outreach, Data Entry, and Operations team members. These positions start at a maximum of 15 hours per week, which can include evenings and weekends. Internships are scheduled to begin in Fall 2018 and end in mid-May. Extensions through August may be possible, depending on performance and departmental need.

Community Outreach Interns

Community Outreach Interns work directly with our Community Outreach Team and support all recruitment efforts. They promote our summer sleep-away programs, conduct outreach in NYC communities, recruit families to apply to our programs for their children, and help to strengthen our relationships with various community partners. Bilingual skills (English/Spanish or English/Mandarin) are a plus. Responsibilities include, but are not limited to:

- Canvassing and distributing FAF promotional materials in diverse communities
- Making presentations to parents/guardians at schools and community events
- Communicating with guardians, and assisting them with application completion
- Implementing department recruitment strategies
- Managing a high volume of phone calls
- Other tasks as assigned

Data Entry Interns

Data Entry Interns work directly with our Project Coordinator to receive and enter all child applications for our summer sleep-away programming. Responsibilities include, but are not limited to:

- Entering applicant data into internal database
- Scanning and uploading documents to applicant records
- Ensuring data accuracy
- Filing processed documents
- Other tasks as required

Operations Interns

Operations Interns work directly with our Director of Support Services & Child Registration. They help with all aspects of the application processes including communicating with and assisting NYC parents to complete child applications, reviewing child applications, answering phone calls, and assisting with walk-in registration. Responsibilities include, but are not limited to:

- Assisting with application review and processing
- Managing a high volume of phone calls regarding summer programs, the application process, and child application status
- Communicating with and assisting parents to complete applications
- Other tasks as assigned

Qualifications:

- Strong organizational skills
- Detail oriented
- Outstanding interpersonal and communication skills
- Comfort with public speaking and presentations
- Comfort speaking and meeting with families and professionals alike
- Patient and friendly, with a high degree of professionalism
- Strong computer skills
- Previous data entry experience a plus
- Ability to work quickly and accurately
- Bilingual and fluency in languages other than English a plus (e.g. Spanish and Mandarin)

Employment Period: Through mid-May 2019

Hours per Week: Maximum of 15

Internships may also be completed for school credit.

To Apply: Submit cover letter and resume to apply@freshair.org with **Community Outreach/COSS Operations/Data Entry** in the subject line. No calls please.

The Fresh Air Fund is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin, or disability.