



Recruiting Community Outreach Operations Interns for the 2017-18 Academic Year!

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, nearly 7,000 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 Community Outreach Operations Interns to work with our Community Outreach Team during the 2017-2018 Academic Year. This internship starts at a maximum of 20 hours per week, which can include evenings and weekends. Interns must be able to start on or about November 1, 2017 with a possibility of working through August 2018.

Operations Interns

Operations interns work directly with our Community Outreach Operations Manager. They help with all aspects of the application processes including but not limited to: communicating with and assisting NYC parents to complete child applications, reviewing child applications, answering phone calls, and assisting with walk-in registration.

Responsibilities:

- Assist with application review and processing
- Manage a high volume of phone calls regarding summer programs, the application process, and child application status
- Communicate with and assist parents to complete applications
- Other duties as assigned

Qualifications:

- Strong organizational skills and detail oriented
- Outstanding interpersonal and communication skills
- Comfort speaking and meeting with families and professionals alike
- Patient and friendly, with a high degree of professionalism
- Strong computer skills
- Bilingual and fluency in languages other than English (such as, Spanish and Chinese)

This is a paid internship, but can also be taken for school credit. To apply, please email a cover letter and resume to apply@freshair.org with **Operations Internship** in the subject line. No phone 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.