



## Operations Intern

**Note:** *Effective Friday, March 13, all TFS employees are to work remotely and are encouraged to do so until further notice. We will provide updates on the timeframe as we continue to follow guidance from the national Center for Disease Control, the DC Department of Health, DC Public Schools, the Deputy Mayor for Education, and other sources regarding virtual, in-person, or hybrid regular school and afterschool programming. Please note that our office will remain closed and advanced notice is required to pick up any equipment or resources to work remotely.*

**Position:** Operations Intern

**Status:** Internship, Unpaid

**Reports to:** Operations Manager

**Hours:** 30-35 Flexible Hours Per Week

**About The Fishing School:** The Fishing School prepares elementary and middle school youth for success in high school and life by improving their academic performance and life skills, and by engaging them and their parents in intensive, multi-year, research-based programs and activities. TFS provides year-round academic-focused out of school time programs for up to 400 students each year.

**Purpose:** The Fishing School (TFS) offers a number of valuable learning experiences for our interns. Joining the TFS team as an intern gives you an opportunity to play a significant role in the work required to launch our programming and to ensure its effectiveness for our students. As one of our Operations Interns, you will have the unique opportunity to assist in the day-to-day administrative aspects of non-profit management, human resources tasks, and office administration. All of your work will play a major role in support, management, and implementation of the mission of The Fishing School.

### Key Responsibilities:

- Develop and implement efficient organizational systems
- Assist operations department with coordination and implementation of office operations such as managing vendor relations, managing supplies inventory, maintaining an orderly filing system, and coordination and preparation for meetings.
- Assist with human resources processes including recruitment, reference and background checks, on-boarding and orientation
- Complete special projects at the request of the Chief Operating Officer
- Front desk support and serving as the first point of contact for the organization.

### Required Experience:

- Energetic self-starter
- Strong planning skills
- Organizational skills
- Communication skills

- Time management skills
- Proficient in Microsoft Office Suite.

**How To Apply:** To apply for the position, please send a cover letter detailing your interest, your resume and two writing samples to [jobs@fishingschool.org](mailto:jobs@fishingschool.org). The Fishing School will not consider incomplete application packets.

**No phone calls please.**