Job Description for
Instruction Intern

Division: Instruction
Reports to: Director of Instruction
Classification: Non-Exempt

Department: Programs
Supervises: None
Last Revised: 10/20/2015

After School Matters is a nonprofit organization that offers Chicago public high school teens high quality, out-of-school-time opportunities to explore and develop their talents, while gaining critical skills for work, college, and beyond. Our hands-on, project-based arts, science, sports, technology, and communications programs are delivered at Chicago public high schools, at community locations throughout the city, and downtown at Gallery 37 Center for the Arts.

Summary of Position:
This position will work under the Director of Instruction to support the team with a wide range of projects related to: professional development; event planning; attendance reporting; and instructor payroll administration for fall programs.

Major Duties and Responsibilities:
• Provides support preparing financial summary documents needed for paying invoices;
• Review and compile professional development evaluation forms;
• Secures location for upcoming professional development;
• Navigates the ASM program database;
• Assists with communications regarding teen events and instructor professional development;
• Uploads information to the ASM Professional Learning Community;
• Collaborates with Finance team to assure instructors and teens are paid;
• Completes data entry required to submit check requisitions;
• Pulls requested supporting documentation;
• Assists with ordering and gathering materials for events;
• Handles sensitive and confidential information; and
• Other duties as assigned.

Supervisory Responsibilities:
• None

Physical Demands:
The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Must be able to sit for long periods of time

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• While performing the duties of this job, the employee is occasionally exposed to weather conditions
• The noise level in the work environment is usually moderate

Knowledge, Skills and Abilities:
• Administrative tasks, including coping, mailing, filing and attention to detail
• Desire to help internal and external customers
• Ability to work independently and in a team
• Good verbal and written communication skills
• Proficient in Microsoft Office applications
• Spanish speaking a plus
• Excellent customer services skills

Qualifications:
• Enrolled as a college student in an academic institution

How to Apply:
Send a Cover Letter and Resume to careers@afterschoolmatters.org

EEO:
After School Matters is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.