



## Operations Associate – Community Outreach

The Fresh Air Fund, an independent, not-for-profit youth development organization, has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Despite the challenges presented by COVID-19, The Fund continues to provide safe, fun, engaging and enriching experiences for New York City youth to keep the magic of summer alive through virtual and outdoor programs. Fresh Air children also participate in year-round leadership and educational programs. For more information, visit [www.FreshAir.org](http://www.FreshAir.org).

### Position Summary

The Fresh Air Fund is recruiting Operations Associates to work on the Community Outreach, Partnerships & Support Services team. Operations Liaisons will assist with all aspects of the application process for families to register for our summer programs. This is a fully remote role that may require evening and weekend hours. Operations Associates report to the Deputy Director of Community Outreach, Partnerships & Support Services.

**Employment Period:** June 2021 through mid/late August 2021

**Hours per Week:** Up to 35 hours per week

**Compensation:** \$15/hour

**Benefits:** None

### 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.
- Assist with check-in and check-out processes as needed.
- Other duties as assigned.

### Qualifications for all positions:

- Must be at least 18 years of age.
- Strong organizational skills and detail oriented.
- Outstanding interpersonal and communication skills.
- Comfort speaking with families over the phone and in person.
- Patient and friendly, with a high degree of professionalism.
- Strong computer skills.
- Ability to work quickly and accurately.
- Bilingual and fluency in languages other than English a plus (e.g. Spanish, Mandarin, ASL).

### Application Instructions

To apply, please submit an application at: <https://freshairfund.workbrightats.com/jobs/>. There are multiple jobs listed so please click on the link that says **Community Outreach Operations Associate** to apply for this specific role. Please note that we are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

*The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.*