

## SPRING OPERATIONS ASSOCIATES

Since its founding in 1877, The Fresh Air Fund, a not-for-profit youth development organization, has provided free life-changing summer experiences in the outdoors to more than 1.8 million children from New York City's underserved communities. Young people also participate in year-round leadership, Career exploration 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 under the supervision of the Project Coordinator. Operations Associates will assist with all aspects of the application process for families to register for our summer programs. This is a hybrid role that will require remote and in-person attendance. It may require evening and weekend hours.

### RESPONSIBILITIES

The Operations Associate will help with all aspects of the application process including communication with NYC parents to complete child applications.

Responsibilities include, but are not limited to:

- Assist with application review and completion.
- 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 conducting virtual/ in-person information and orientation sessions regarding summer programs.
- Other duties as assigned.

### QUALIFICATIONS

- Must be 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).
- Interest in joining a youth development organization and supporting its mission and vision.

***The Fresh Air Fund requires all employees to be fully vaccinated against COVID-19, including eligible booster doses, or to apply for reasonable accommodation.***

the *Fresh Air* fund  
*because a summer can last a lifetime™*

**Employment Period:** February 27, 2023 through May 26, 2023- possible extension into Summer 2023

**Hours per Week:** 28 hours per week

**Working Hours:** Staff will be assigned work hours that fall between 9am-7pm

**Compensation:** \$15 / hour

**Benefits:** None

**APPLICATION INSTRUCTIONS:**

To apply, please submit a [Spring Operations Associate application](#). 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.*