

Job Title: Partnerships Database Support Intern

Grade Level/Terms of Employment: \$8.50/hr. 15-20 hrs/week. This is a part-time temporary position and can be terminated at any time by Richmond Public Schools.

FLSA Status: Non-Exempt

Work Location: RPS Division Central Office

Immediate Supervisor: Coordinator, Community Partnerships

General Description:

Richmond Public Schools (RPS) and the Office of Engagement (OOE) are seeking a qualified individual to serve as Intern to help build and manage the division's community partnerships database. This is a paid, part-time position from May through August 2020, with approximately 15-20 hours/week expected. The Intern reports to the RPS Community Partnerships Coordinator.

Essential Duties and Responsibilities:

- Supports the Community Partnerships Coordinator in planning, building, and managing a community partnerships database.
- Aligns the database around the existing process flow from initial partner contact to formation and eventual reconsideration of a partnership agreement.
- Organizes partnership agreements and related documents into one easy to access location.
- Performs other work related duties as assigned.

Qualifications:

- Experience building and managing databases through platforms such as QuickBase is required.
- Ability to work independently and willingness to take initiative in addressing concerns and issues.
- Experience working in an urban school division with diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.
- Ability to communicate effectively and possess strong interpersonal skills.
- Proficient in Microsoft Office and Google products.
- Must be able to lift and handle 10-20 lbs.
- Candidate must have a valid Virginia Driver's License and access to a personally owned vehicle.