**Title:** Facilities and Management Services Intern

**Department:** Operations, Facilities and Management Services

**Reports To:** Administrative Supervisor

**How to Apply**

Interested applicants should email a copy of their resume to cmlynch@philasd.org in order to be considered. Please use the subject line <Facilities Intern Fire and Safety Application> in your email.

**Job Summary**

This is a part‐time position that offers a hands-on learning experience to assist the Operations
Department and Division of Fire Safety. The intern will be exposed to various
administrative responsibilities related to inspections, drill tracking and fire prevention and education in an urban school-based environment.

**Essential Functions**

 Responsibilities include but are not limited to:

* Assists Operations with long range planning regarding safety of all students and staff
of the School District of Philadelphia.
* Data entry and data analysis utilizing MS Excel/Word and Google Docs/Sheets/Forms.
* Provides support in tracking monthly required school-based fire drills for the division.
* Assists with scheduling meetings and inspections of properties.
* Maintains employee files.
* Provides administrative support to the Facilities Division of Fire Safety.
* Occasionally coordinates with inter-departmental partners to assure smooth flow of information.
* Other related projects and duties as assigned.

**Qualifications**

* Analytical skills.
* Excellent writing skills.
* Well-developed organizational skills with attention to detail.
* Excellent interpersonal and communication skills; customer service oriented.
* Proficient in Microsoft Office and Google Docs/Sheets.
* Must be able to perform tasks independently with limited supervision.
* Ability to multi-task and handle detailed assignments.
* Ability to maintain confidentiality.

**Student Benefits**

Excellent opportunity to work with multi-faceted projects.

Learn about a variety of functions within the related department.

Learn to write a variety of detailed documents within the related department.

Letters of recommendation provided upon successful completion of the internship.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.