

Job Description
INTERN to SUPPORT OFFICES

POSITION: Intern to Support Offices
UPDATED: 2026
STATUS: Part-time (24-30 hours/week over 4-5 days)
TERM: May - August
HOURS: 9:00am – 3:00pm (core hours - flexible)

REPORTING RELATIONSHIPS

Supervisor: To Be Determined
Supervisor Of: N/A

SCHOOL MISSION: To glorify God by equipping urban students academically, socially, and spiritually for future lives of leadership and service.

OVERALL EXPECTATIONS

- Conduct oneself with professionalism in speech, manner, and dress
- Adhere to company policies, especially related to use of property and dependability
- Maintain confidentiality of sensitive information

ESSENTIAL DUTIES, RESPONSIBILITIES, AND EXPECTATIONS

Specific responsibilities include (but are not limited to) the following:

Communications

- Assist Director of Development in marketing a communication plan -
 - To Achieve our objectives by advancing Brookstone's brand identity
 - Broadening awareness of its programs and priorities
 - Increasing its visibility across key stakeholder audiences
- Assist Head of School with weekly e-newsletter to parents and donors
- Collaborate with the School Office in writing communications for school closings, including website and social media

Social Media Assistance

- Oversee social media strategy and posts
- Create and edit photos and videos for a current and robust social media presence

Website Assistance

- Work with our website host to keep content fresh and current, as well as third party websites that promote Brookstone (i.e. Niche, Private School, etc.)

- Maintain school calendar, news events, and all other time-sensitive aspects of the website.

Publications Assistance

- Coordinate photography for photos of faculty, staff, students, and school events and maintain an up-to-date photography bank for the school.
- Assist in Yearbook production.
- Archive sample promotional materials.

Payroll and Human Resources

- Input hours worked by part-time employees into the Payroll System
- Assist the Business Manager with maintaining the Paid Time Off tracking spreadsheet and calculation for employee check stubs

Financial Aid / Tuition / Bookkeeping Work

- Assist with Quickbooks
 - Post tuition receipts
 - Help with reconciliation of Undeposited Funds account
- Assist with tracking Tuition Contracts between school and families

Inventory & Other Projects

- Assist with Monitoring Physical Asset Listing (non-Tech items)
 - Determine existing items
 - Determine items received on regular basis
 - Tag & record in tracking spreadsheet
- Assist with Monitoring Technology Items
 - Determine existing items
 - Determine items received on regular basis
 - Tag & record in tracking spreadsheet
- Other
 - Prior year support documentation - scan, name and upload to google drive and QuickBooks to maintain electronic files per the record-retention policy
 - Organize student files' scanned documents – name and upload to google drive / FACTS student portfolios
- Record-keeping and Filing
 - Maintain proper files following the record-retention policy and necessary support documentation
 - Scan all support documentation for electronic files and upload to QuickBooks

QUALIFICATIONS

- Committed follower of Jesus Christ, reflecting a desire to serve Him and others in work and life
- Follow Matthew 18 principle in dealing with conflict with students, parents, faculty, and staff
- Good verbal and written communication skills and ability to communicate effectively and professionally with students, parents, and faculty/staff
- Demonstrated ability to serve with initiative and pro-active approaches
- Computer skills as applicable for office environment