



PINE FORGE ACADEMY

excellence is no accident...

Pine Forge Academy Fordham Fellowship

Essential Fellowship Description:

A Fordham Fellow is an unpaid Administrative Intern for Pine Forge Academy that develops building-level administrative skills by assisting the Principal and other members of the administrative team in providing professional leadership to organize, administer, and provide support for a sustainable school system, academic program, business and organizational model.

Reports to: Headmaster or Headmaster's Designee

Provisions: Fordham Fellows are eligible for the following...

- Semester On Campus Housing at Pine Forge Academy
- Semester Meals at Pine Forge Academy
- Optional Graduate Course Credit (Requires an extended application.)
- Scholarship Eligibility: \$500 Fordham Fellowship Scholarship for Professional Development or Course of Choice

Potential Projects Areas (based on applicant's experience and interest):

- Policy Research and Proposals
- Communication Management
- Professional Development
- Team Building for School Communities
- STEM Initiatives
- Facility Project Management
- Fiscal Forecasting
- Fundraising and Donor Cultivation
- Grant writing
- Event Planning

Qualifications:

- Has a college degree. Preferably recent college/university graduate OR enrolled graduate student OR postgraduate
- School experience not required
- Successful Completion of Shield the Vulnerable and PA Criminal Clearance
- Special interest in curriculum and assessment OR school leadership OR business management OR non-profit leadership and board management OR religion OR development OR communications
- Desire to continue career improvement by enhancing skills and job performance during a 30 - 40 hour work week.

Key Responsibilities:

- Ability to work with Headmaster/Principal, staff and parents on strategies that assist in continuously improving student achievement and instruction as well as business management.
- Ability to organize, administer, and provide support for a business operations and school programs.
- Ability to assist in establishing an optimal learning environment within the school.



PINE FORGE ACADEMY

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- Ability to communicate and work effectively and constructively with all stakeholders.
- Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
- Work to implement the vision and mission of Pine Forge Academy.
- Ability to work with technology/computer systems especially as they relate to the marketing, public relations, social media, donor development, Board software..
- Ability to model commitment and dedication to work.
- Ability to work independently and without supervision, and complete work in an efficient manner.
- Ability to perform other tasks and assume other responsibilities as assigned by the Headmaster/Principal.

Email to kbryant@myallegheenyest.com with 'resume' in the subject line.

Please no phone calls.