



The Education Partnership has the following internship opportunity available:

**Development Intern:**

The Education Partnership provides school supplies for students and their teachers in low-income schools in Southwestern PA. Our dedicated team of staff and volunteers embody the organizations core values (equity, integrity, resourcefulness, respect and service) and work in a fast-paced, dynamic and collaborative office and warehouse space with a clear focus on helping kids in need.

The Development Intern will play a key role on the Advancement Team. The Education Partnership is built on relationships. The Development Intern will help to invigorate our strong community ties and build new partnerships with people who care about our kid's success as much as we do.

**Responsibilities:**

- Solicit various donated items from local businesses as rewards/auction items
- Discover new opportunities for engagement with local schools and community
- Craft donation letters, grants, messaging and marketing materials
- Collaborate with intern team to develop and implement fun and engaging activities to bring joy and encouragement to the teachers we serve
- Event management, planning and leadership
- Record communication and donations in Salesforce.com
- Learn and assist with grant processes
- Coordinate donor thank-you notes, track communications

**Skills:**

- Passion for kids and their success
- Top-notch communication skills– both verbal and written
- Fluency in MS Office programs
- Ability to collaborate with a team and work independently
- Excellent organization, problem solving and attention to detail
- Ability to learn and use Salesforce.com our online CRM database  
(Valuable transferable training in Salesforce; guidance to certification available)

***To apply, send resume and cover letter to  
Resumes@TheEducationPartnership.org***