



The Education Partnership has the following internship opportunity available:

Marketing and Communications 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.

Marketing and Communications Intern will:

- Assist with marketing research, social media, writing, and analytic tracking
- Create, calendar and post social media content
- Identify and research marketing, PR and communications firms to identify potential MarComm partners
- Attend major marketing, PR and communications meetings with partners
- Create gratitude books for sponsors
- Aid in rolling out external communications, such as email blasts, newsletter, website updates, twitter and Facebook feeds. Interview and write stories for newsletters
- Help plan/ execute outreach events that fundraise and/or “friendraise”
- Update website with relevant projects, news and photos
- Assist in drafting, editing, sending and recording acknowledgement letters
- Assist in soliciting incentives and in-kind donations for events

Skills:

- Excellent interpersonal skills
- High level of accountability
- Comfortable working independently and a self-starter
- Willing to create new partnerships and reach out to community members and partners
- Excellent organizational ability for coordinating events and managing projects
- Ability to write cohesive, clear and concise emails and letters
- Knowledge of social media avenues required
- Microsoft Office Skills
- Desire to learn Salesforce.com, our CRM
- Some marketing, PR and/or communications experience a plus, but not required
- Some web or graphic design skills a plus, but not required

Interested candidates send resume and cover letter to:

Resumes@TheEducationPartnership.org