



The Education Partnership has the following internship opportunity available:

Program Management 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 Program Management Intern will assist with the following duties:

- Research and analyze data for all programs
- Record teacher and school data in Salesforce.com
- Assist in developing communications for Partner Schools
- Application, survey development and analysis
- Assist in file and record management
- Perform programmatic data entry/analysis/research to improve the programs and measure impact
- Work with the Volunteer / Community Engagement Manager and Program Manager to lead volunteer groups in team-building and Adopt-A-School activities
- Follow-up with sponsors and schools to express gratitude and to obtain necessary information for the program
- Research and create presentation options/scripts for Adopt-A-School assemblies
- Conduct data analysis to explore ways Create and refine processes for counting, moving, and verifying Adopt-A-School product
- Help move and load product during kit builds and distributions
- Other duties as assigned

Qualified candidates will:

- Possess superior verbal and written communication skills
- Possess the ability to learn and use Salesforce.com our online CRM database (Valuable transferable training in Salesforce; guidance to certification available)
- Possess superior attention to detail, realizing accuracy is key to our entire mission
- Be team oriented
- Possess strong mathematical and problem solving skills
- Possess strong MS Office and Google Suite skills

Qualified candidates should submit resume and cover letter to Resumes@theeducationpartnership.org.