



### **TEP Program Management Intern (Teacher Resource Center):**

The Education Partnership provides school supplies for students, and their teachers, in under-resourced schools around Southwestern PA. Our dedicated staff and volunteers embody the organization's core values (equity, integrity, resourcefulness, respect and service). We work in a fast-paced, dynamic, and collaborative office/ warehouse space, with a clear focus on helping kids in need.

The Teacher Resource Center program serves schools where at least 70% of the student body qualify for the National School Lunch Program. Teachers in our program are eligible to receive hundreds of dollars' worth of school supplies at no cost to them.

The Program Management Intern will assist with the following:

- Oversee daily operations of the Teacher Resource Center
- Product management through restocking supplies
- Ensure organization and cleanliness of Teacher Resource Center
- Provide equitable service to teachers by welcoming them, assisting with needs and answering questions
- Advise, educate and engage with teachers about our point of sale system
- Communicate with teachers regarding upcoming appointments
- Analyze survey response data and collaborate with operations team to make improvements to service
- Perform data entry and analysis to assist with programmatic integrity
- Assist operations team with various logistics initiatives to improve customer service and efficiency
- Create innovative and fun ways to improve shopping experience
- Work with Program Manager and Volunteer and Community Engagement Manager to lead, engage and supervise volunteer groups

Qualified candidates will:

- Be customer focused
- Be familiar with product and retail management
- Possess ability to manage multiple priorities in a fast paced environment
- Be tech savvy and be able to assist with technological issues
- Willing to learn Salesforce and point of sale system
- Possess superior attention to detail and problem solving skills
- Possess superior verbal and written communication skills
- Be team oriented
- Be able to frequently stand, sit, stoop, and lift 30 pounds
- Criminal and Child Abuse clearances required

Qualified candidates should submit a resume and cover letter to [Resumes@theeducationpartnership.org](mailto:Resumes@theeducationpartnership.org).

*Storehouse for Teachers d/b/a/ The Education Partnership is a Pennsylvania nonprofit corporation and is subject to the governance of their Board of Directors 501(c) (3). The Education Partnership is an Equal Opportunity Employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.*

Rvs4/2/2019