

**TEP Operations Sustainability Intern:
Reports to: Operations Director**

JOB DESCRIPTION: The Education Partnership provides school supplies for students and their teachers in under-resourced schools in Southwestern PA. Our dedicated team of staff and volunteers embody the organization's 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 Education Partnership is pursuing an ISO: 14001 certification. The Operations Sustainability Intern, in conjunction with the Operations Director and sustainability partners will develop a process manual using project management skills to ensure TEP is prepared to execute the audit process. The Operations Sustainability intern will compile the ISO:14001 packet and complete all administrative work related to completing the certification process. This effort will be conducted as a project for presentation at the end of their internship.

TEP'S INTERN PROGRAM PROVIDES:

- Support for career readiness
- High value learning opportunities, mentorship and goal setting
- Project portfolio building
- Collaboration with staff and other interns
- Non-profit 101 with Executive Director
- Free parking and on the bus line
- Flexible hybrid work schedule
- Opportunity to network with business and community partners
- The chance to truly impact the students and teachers we serve

RESPONSIBILITIES:**Sustainability:**

- Review internal Audit worksheets and work with Operations Director to implement process improvements
- Develop an operating plan for achieving ISO 14001 Certification annually

Process Mapping and Improvement:

- Research and develop process for external ISO 14001 audit
- Collaborate with TEP partners to develop the external Audit plan

QUALIFICATIONS:

- Sustainability focused experience or education
- Familiarity with project management
- Possess a working knowledge of Environmental Management Systems
- Willing to learn Salesforce and other software as necessary
- 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

All employment practices are in accordance with State of Pennsylvania and the EEOC guidelines and regulations. 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. Rvs8/30/2022

TO APPLY: email resume and cover letter to Resumes@theeducationpartnership.org.