

118,000+ local kids need basic school supplies.
Let's fix that.

**TEP Advancement Intern:
Reports to: Advancement 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 Advancement Intern will play a key role on the Advancement Team. The Education Partnership is built on relationships. The Advancement Intern will help with fundraising activities to invigorate our strong community ties and build new partnerships with people who care about our students' success.

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:

- 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

QUALIFICATIONS:

- Passion for kids and their success
- Superior written and verbal communication and interpersonal skills
- Fluency in MS Office programs and Google Suite
- 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

- Criminal and Child Abuse clearances required

Job placement at The Education Partnership will include successful past employer reference checks. 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, sex, national origin, religion, age, disability, gender, sexual orientation, gender identity/expression, protected veteran status, genetic information, marital status or any other characteristics protected by applicable laws.

TO APPLY: email resume and cover letter to Resumes@theeducationpartnership.org. Please mention how you heard about this position.