

60,000 local kids need basic school supplies.
Let's fix that.

Community Outreach and Events Intern: Reports to: Advancement Manager

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 Community Outreach and Events Intern will work directly with the Advancement Team to plan and execute outreach events and fundraise in support of The Education Partnership's mission.

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:

- Plan and execute outreach event(s) that fundraise and/or “friendraise” that aligns with TEP’s mission and values
- Help with the special event planning for established TEP events such as the Golf Outing and Pack the Bus
- Learn how to create a marketing outreach plan and execute outreach strategies to meet a community outreach goal
- Attend marketing, networking, and outreach events promoting TEP and our mission to the community
- Aid in external communications, such as email blasts, newsletters, website updates, and social media
- Assist in soliciting incentives, in-kind donations, and sponsors for events

QUALIFICATIONS:

- Willingness to work off-site at event locations throughout Pittsburgh and surrounding counties
- Willingness to work some evenings and weekends
- Excellent interpersonal skills and a 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
- Some marketing, PR and/or communications experience is a plus but not required
- Some web or graphic design skills are a plus but not required
- Volunteer-Based position
- 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.