

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

**TEP Internal Audit Management Intern:  
Reports to: Operations Coordinator**

**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 Internal Audit Management Intern will work directly with the Operations Team to ensure excellence in operational audit integrity for The Education Partnership and facility.

**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:**

- Cycle Counts:
  - Lead/Conduct all periodic cycle counts
  - Coordinate timely completion cycle counts
- Lead groups of volunteers in cycle count process
- Analyze Cycle Count Data
- Collaborate with Operations team to recommend cycle count improvements
- Develop business understanding within supply chain, including merchandising, distribution, logistics and retail operations
- Develop business understanding for audit formats
- Perform accurate inventory data tasks
- Assist operations department with various logistics initiatives and to improve customer service while promoting departmental efficiencies

**QUALIFICATIONS:**

- Possess superior verbal and written communication skills
- Possess superior excel and data analysis skills
- Possess the ability to learn our online ERP system Salesforce.com
- Possess superior attention to detail

- Ability to collaborate with a team and work independently
- Be open to working in all weather conditions, walking long distances daily, lift/move up to 30 lbs., stoop, kneel, crouch or crawl
- Possess strong mathematical and problem solving skills
- Possess ability to learn MS Office Suite
- 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](mailto:Resumes@theeducationpartnership.org). Please mention how you heard about this position.