

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

TEP STEAM Program Management Intern: Reports to: STEAM Program 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 Education Partnership's STEAM Hub equips our partner teachers with classroom kits of ready-to-use, hands-on resources for teaching engaging lessons in Science, Technology, Engineering, Arts, and Math.

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:

Research and Data Analysis:

- Research opportunities to create partnerships with summer learning camps and other out of school time organizations increase STEAM learning for students from under-resourced schools
- Research and analyze data for STEAM Hub
- Perform programmatic data entry/analysis/research

STEAM Maker Cafe':

- Staff STEAM Maker Cafe' during shopping hours and engage with partner school teachers to promote STEAM lending and maker opportunities
- Assist in crafting engaging talking points to increase awareness of STEAM lending and maker opportunities for partner school teachers

STEAM Hub and Maker Space Assistance:

- Develop creative lesson plans for lendable and consumable kits that enable teachers to enhance student learning activities
- Assist in creating engaging professional development for STEAM learning
- Assist in designing innovative STEAM Discover Challenge sets

- Verify, record and analyze STEAM kit lending data
- Assist in file and record management
- Other duties as assigned

QUALIFICATIONS:

- Possess superior verbal and written communication skills
- Possess high attention to detail
- Ability to work independently and take initiative
- Possess strong problem-solving skills
- Possess strong MS Office and Google Suite skills
- Criminal and Child Abuse clearances required
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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.