



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

TEP Operations Management 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 Operations Management Intern will work directly with the Operations Team to ensure excellence in service, operational integrity and supply chain 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:

- Analyze business process to develop current condition assessments
- Analyze data to support the building of business cases and project assessments
- Cycle Counts:
 - Lead/Conduct all periodic cycle counts
 - Coordinate timely completion cycle counts
- Transportation and Distribution
 - Create an efficient transportation/distribution scheduling plan
- Develop business understanding within supply chain, including merchandising, distribution, logistics and retail operations
- Develop business understanding for all retail formats
- Perform accurate inventory data tasks
- Assist operations department with various logistics initiatives and to improve customer service while promoting departmental efficiencies
- Collaborate with intern team to develop and implement fun and engaging activities to bring joy and encouragement to the teachers we serve

QUALIFICATIONS:

- Possess superior verbal and written communication 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

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.