

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

The Education Partnership has the following internship opportunity available:

TEP Volunteer Management Intern:

The Education Partnership (TEP) 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.

TEP is seeking a passionate and organized Volunteer Management Intern to assist with recruiting, training, and coordinating volunteers who support our programs. This role provides hands-on experience in nonprofit volunteer engagement, event planning, and community outreach. The intern will work closely with our team to ensure a meaningful and effective volunteer experience.

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:

Volunteer Recruitment, Promotion, Data Entry/Analysis:

- Assist with research, recruitment and documentation of volunteers
- Collaborate with Advancement Coordinator to promote volunteer opportunities and impact
- Assist with survey data analysis to improve volunteer experience
- Assist with data entry

Volunteer Management:

- Utilize superior customer service skills to engage and lead volunteers to perform accurate inventory, restock, retail and other tasks
- Develop business understanding of recruitment, training and management of volunteers

Qualifications

- Proven customer service skills
- Possess superior verbal and written communication skills
- Experience leading volunteer groups preferred
- Possess superior attention to detail organizational skills
- Willingness to work independently and collaboratively in a team environment

- Ability to frequently lift/move up to 30 lbs., stand, stoop, kneel, crouch or crawl
- Possess strong mathematical and problem solving skills
- Possess ability to learn MS Office, Google Suite and Salesforce.com
- Criminal and Child Abuse clearances required

Qualified candidates should submit a resume and cover letter to
Resumes@theeducationpartnership.org.

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