

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

TEP Human Resource 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 volunteer based passionate and organized Human Resource Management Intern to assist with creating a leadership development, staff training and succession planning processes.

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:

- Assist with updating and standardizing RACI charts and job descriptions to clarify who is responsible, accountable, consulted and informed for duties and responsibilities
- Assist with creating [Monday.com](https://www.monday.com) board automations for annual process documentation review
- Assist with updating onboarding and onboarding process and documents for new employees
- Assist with researching creating a professional development platform and library for individual and team learning opportunities to include topic, learning sources, cost and role relevance.
- Assist with updating job posting on various platforms as needed
- Participate in candidate interviews

Qualifications:

- Excellent attention to detail and proofreading skills
- Superior written, verbal and interpersonal communication skills
- Possess ability to learn MS Office, Google Suite, Monday.com and Salesforce.com
- Comfortable working independently and a self-starter
- Familiarity with diversity, equity and inclusion best practices preferred
- Ability to write cohesive, clear and concise emails and letters

- Highly accountable
- Superior Microsoft Office and Google Suite skills
- Criminal and Child Abuse clearances required

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

TEP Internships are unpaid, volunteer roles. 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