Partnerships in Education Intern

Purpose of Organization/Mission:
The Education Alliance is a nonprofit organization that advocates for a quality public education for all West Virginia children. It was established in July 1983 as the first statewide public education fund in the nation. It was the brainchild of West Virginia business executives, who saw the importance of supporting public schools and giving the business community a voice in education. The Education Alliance’s Vision is that every West Virginia public school student will graduate ready to begin a career or pursue additional education and training. Our Mission is to be an independent voice, earnest advocate, and statewide participant that advances policies and practices to continually improve public school student achievement in West Virginia.

The Education Alliance is partnering with the Education Elevators Foundation to implement mentoring programs that will have a positive impact on the lives of West Virginia’s most vulnerable children, particularly at the elementary school level. The Education Elevators Foundation is a nonprofit organization that pairs business professionals with at-risk youth in elementary schools for one-on-one mentoring. The mission of the Education Elevators Foundation is to “elevate” the abilities and aspirations of students.

Partnerships between businesses and schools are one of the most effective ways to help solve the education crises facing West Virginia communities. The Education Alliance and the Education Elevators Foundation are seeking the support of an intern to expand the tools and resources offered by the Education Elevators and Partnerships in Education programs.

Job Title or Position:
Partnerships in Education Intern

Responsibilities:
The Intern will be responsible for developing tools and resources that support the Education Elevators and Partnerships in Education programs. Specifically, the Intern will be responsible for expanding the Education Elevators Program Activity Guide to include activities designed for students in 4th and 5th grade that foster the 5 C’s of positive youth development and pilot test the activities with at-risk students at Piedmont Elementary School. In addition, the intern will create an implementation tool-kit for schools and businesses partnerships that summarizes research regarding the positive impact of a caring adult in the life of a low-income student and provides guidelines and criteria for successful partnerships.

Qualifications:
The Intern must be passionate about children and education. The Intern must have excellent research and writing skills, be well-organized and detail oriented. The Intern must have the ability to connect with children from a variety social economic backgrounds. Some prior experience in mentoring or youth development is preferred, but not required.

The Intern must complete and pass a background check before commencing the internship.

Working Conditions:
The Intern will be expected to work 7.5 hours per day. The Education Alliance has a flexible work schedule. The work day begins anytime from 8 am to 9 am and concludes no later than 5:30 pm, with one hour for lunch each day. Dress is business casual - no jeans, shorts or flip flops. The Education Alliance will provide a computer, internet access, a printer and workspace.
While the majority of the Intern’s time will be spent at The Education Alliance, the Intern will have the opportunity to test the materials he/she develops with students at Piedmont Elementary School, a local inner-city elementary school in Charleston, West Virginia. Piedmont is within walking distance from The Education Alliance; however, having a car would be helpful.

**Supervision:**
The Intern will be under the immediate supervision of The Education Alliance’s President and CEO, or their designee. The President and CEO or their designee, will also be responsible for conducting a performance evaluation with the Intern.

**Preparation:**
The Intern can prepare for the position by researching effective mentoring programs, business and school partnership models, curriculums and activities designed for mentoring. The Intern can also research the 5 C’s of positive youth development which is a guiding principal of the program. Specific materials for review will be provided prior to the commencement of the internship. For additional information on the Education Elevators program, please visit [www.EducationAlliance.org/Elevators](http://www.EducationAlliance.org/Elevators).