Partners in Education - Outreach Intern

Purpose of Organization:
The Education Elevators Foundation is partnering with The Education Alliance, West Virginia's premier statewide, nonprofit research and K-12 public education fund, to develop a mentoring approach that will have a positive impact on the lives of West Virginia’s most vulnerable children, particularly at the elementary school level. The Education Alliance and the Education Elevators Foundation are seeking two interns to further codify the Education Elevators program and disseminate it to businesses and schools throughout West Virginia.

Partnerships between businesses and schools are one of the most effective ways to help solve the education crises facing West Virginia communities. The Education Elevators Foundation is a non-profit 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.

Job Title:
Partnerships in Education - Outreach Intern (Outreach Intern)

Responsibilities:
The Outreach Intern will expand the Partners in Education program by developing ways to: 1) promote the Education Elevators program to the business community and 2) fund and sustain the Education Elevators program. The Outreach Intern will also assist the Education Elevator’s Program Development Intern with the creation of program materials, including a program implementation manual for schools and businesses. Time permitting, during the internship, the Outreach Intern will begin making presentations about the Education Elevators program to businesses in West Virginia and determining ways to reward schools and businesses for implementing successful Education Elevator programs (ie. a Corporate Honor Roll).

Qualifications:
The Outreach Intern must be an innovative thinker with strong presentation, research and writing skills. The Intern must have good interpersonal skills and be able to work well with children, educators and business professionals. The Intern must complete and pass a background check before beginning 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 workday 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 working at The Education Alliance, the Intern will also spend time at Piedmont Elementary, a local inner city elementary school, working directly with students. Piedmont is within walking distance from The Education Alliance, however, 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 completing conducting a performance evaluation with the Intern.

**Preparation:**
The Outreach Intern can prepare for their position by speaking with the Director of the *Education Elevators Program*, Allison McJunkin. (Email: Allison@mcjunkinlaw.com or phone: 303-390-0189) and by becoming familiar with the best practices for business and school partnerships. It would also be helpful for the Intern to review MOUs (Memorandums of Understanding) between current successful business-school partnerships that may be available through the web. Specific materials for review will be provided prior to the commencement of the internship.

Please see: [http://www.educationalliance.org/?ID=14&PartnershipsinEducation](http://www.educationalliance.org/?ID=14&PartnershipsinEducation) for information on the Partnerships in Education program.