

KIPP Philadelphia Schools is excited to offer the following internship and Work-Study opportunities in our Regional Office:

- **Regional Finance and Human Resources Intern**
  - **Regional Talent and Communications Intern**
  - **Regional Operations Intern**
  - **KIPP Through College Intern**
  - **KIPP Marketing/Development Intern**
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### **Regional Finance and Human Resources Intern**

#### **Job Description:**

In order to grow an organization that is able to promote and sustain a culture of high academic and social expectations across all KPS schools, KPS seeks a Regional Finance and HR Intern to assist the finance and HR team with the expansion of our network of schools. The Regional Finance and HR Intern is expected to work closely with the regional office team, as well as the School Leaders of all the KIPP Philadelphia Schools.

#### **Reporting to the Finance Team, the Regional Finance and Human Resources Intern will:**

- Assist in daily accounting operations for accounts payable reporting
- Creation and maintenance of KPS Personnel Database
- Other duties as assigned by the Finance and hhr Team

#### **Qualifications:**

- Bachelor's degree preferred or working towards degree
- Excellent communication and interpersonal skills
- Flexible and able to multi-task within an ambiguous, fast-moving, entrepreneurial workplace.
- Must be proficient in MS Office, particularly Word, Excel and Powerpoint
- Demonstrated resourcefulness in setting priorities and guiding investment in people and systems
- Willingness to adhere to our region's beliefs, values, mission and vision
- Please send a resume and cover letter expressing your interest to Kaajal Vyas at [kvyas@kippphilkvyas@kippphiladelphia.org](mailto:kvyas@kippphilkvyas@kippphiladelphia.org). Please use "HR Finance Intern" as the subject of your email.

## **Regional Recruitment and Selection Intern**

### **Job Description:**

The KPS Recruitment Team is currently seeking a highly motivated and organized, goal oriented intern. The intern will work from our West Philadelphia location (5070 Parkside Avenue), remotely from home/library, as well as on site at one or more of our schools alongside the Talent Associate (TA).

Schedule and hours for this position are flexible within the hours of 8am-5pm and will be approximately 10-12 hours per week. For right candidate, we can offer up to 20 hours of work per week.

### **Reporting to the Recruitment Team, the Recruitment and Selection Intern will:**

- Source passive job candidates using LinkedIn and PAREAP
- Research strategic partnership opportunities
- Serve as jr. database manager for KIPP Careers (a Salesforce platform)
- Maintain job postings
- Assist with event planning and coordination
- Collect and analyze hiring trends
- Complete special projects as assigned by Talent Associate

### **Qualifications:**

- 2-4+ semesters of internship or work experience
- Proficient in Microsoft Office Suite (Word, Excel, Powerpoint, Publisher)
- Interest in urban education
- Interest/proficiency in Adobe Creative Suite
- Detail-oriented
- Self-starter
- Strong organizational skills
- Enjoys working in a friendly, fast-paced environment

### **To Apply:**

Please send a resume and cover letter expressing your interest to Kaajal Vyas at [kvyas@kippphilkvyas@kippphiladelphia.org](mailto:kvyas@kippphilkvyas@kippphiladelphia.org). Please use "HR Finance Intern" as the subject of your email. Please include the phrase "Recruitment and Selection Intern" in your subject line.

## **Regional Operations Intern**

The KPS Regional Office is currently seeking a highly motivated, task oriented, and organized intern. The intern will work in the Regional Office (5070 Parkside Avenue). They will be exposed to a fast paced nonprofit work environment, learning the day to day functions of running an office. Schedule and hours for this position are flexible within the hours of 8am-5pm and will be approximately 12-15 hours a week.

### **Reporting to the Director of Operations, the Operations Intern will:**

- Manage office supply inventory
- Maintain appearance and aesthetics of the office
- Handle general inquiries
- Answer phones
- Receive and distribute incoming mail and packages
- Manage special projects assigned by the Director of Operations, including event planning
- Support the Regional Operations Team as needed

### **Qualifications**

- Eligible for work study financial aid
- Bachelor's degree preferred or working towards degree
- Excellent communication and interpersonal skills
- Flexible and able to multi-task within an ambiguous, fast-moving, entrepreneurial workplace.
- Must be proficient in MS Office, particularly Word, Excel and Powerpoint
- Resourcefulness
- Willingness to adhere to our region's beliefs, values, mission and vision

### **To Apply**

Please send a resume and cover letter expressing your interest to Kaajal Vyas at [kvyas@kippphiladelphia.org](mailto:kvyas@kippphiladelphia.org). Please use "RO Operations Intern" as the subject of your email. Please use "Regional Office Operations Intern" as the subject of your email.

## **KIPP Through College Intern**

### **Job Description:**

The KIPP Through College (KTC) team is currently seeking a highly motivated, task oriented and organized intern. Schedule and hours for this position are flexible; candidates should be able to work a minimum of 8 hours per week.

### **Reporting to the Director of KTC, the KTC interns will:**

- Assist in the maintenance of KTC office space and student files
- Help to organize alumni workshops
- Contact students and families via phone calls & email blasts
- Create alumni friendly materials such as bulletin boards and flyers
- Assist the Director of College Placement with other projects as necessary

### **Qualifications:**

- Eligible for work study financial aid
- Proficient in Microsoft Office Suite, particularly Excel
- Interest in college access
- Demonstrated resourcefulness, a high-level of personal responsibility, and a self-starter
- Detail-oriented and highly organized

### **To Apply:**

Please send a resume and cover letter expressing your interest to Kaajal Vyas at [kvyas@kippphilkyas@kippphiladelphia.org](mailto:kvyas@kippphilkyas@kippphiladelphia.org). Please use "KTC Intern" as the subject of your email.

## Development Intern

### Job Description

The KPS Regional Office is currently seeking a highly motivated and organized, goal oriented intern. The intern will work in the Regional Office (5070 Parkside Avenue), as well as on site at one or more of our schools alongside the Development Associate. They will be exposed to a fast paced nonprofit work environment, learning the day to day functions of pursuing and achieving region-wide marketing objectives based around major stakeholder groups.

Schedule and hours for this position are flexible and will be approximately 8-12 hours a week. Work Study funding is available for this position.

Reporting to the Director of Development, the Development Intern will:

- Capture school-based events and photo ops
- Locate and organize archived photographs using SmugMug
- Edit/retouch photos as needed
- Create easy access folder for best use photographs
- Assist in creating design and marketing materials, including:
  - Bi-monthly newsletters
  - Brochures, One-Pagers, and other assets specific to a particular campaign or program
- Assist with projects as needed
- Assist with social media presence
- Carry out other asks and responsibilities as needed

### Qualifications

- Strong organizational skills and attention to detail a must
- Digital photography editing experience a plus
- Proficient in Microsoft Office Suite (Word, Excel, Powerpoint, Publisher)
- Proficient in social media (Twitter, Facebook, etc.)
- Exceptional writing skills
- Interest in urban education
- Self-directed
- Enjoys working in a friendly, fast-paced environment

**To Apply:** Please send a resume and cover letter expressing your interest to Kaajal Vyas at [kvyas@kippphiladelphia.org](mailto:kvyas@kippphiladelphia.org). Please use "Development Intern" as the subject of your email.