



## NONPROFIT OFFICE/PROGRAM INTERN OR CONTRACTOR POSITION AVAILABLE (25-30 HOURS/WEEK)

The Education Fund, a nonprofit organization with a 35-year history of helping students succeed, is looking for that dynamic person who would like to work as a contractor or intern for our nonprofit organization. There is never a dull day as The Education Fund runs a number of programs and events to help our public schools and our students thrive. You will be helping support a number of efforts and help the backbone of our office in accomplishing these efforts, which include:

- a messaging/fund raising campaign where business volunteers see what it's like to be a teacher
- a program that ensures teachers share best practices for student success
- an initiative to get students on the road to college & careers
- a food festival: high school students are the 'celebrity chefs' and 500+ business executives are the judges
- a first-in-the-nation effort to install and use Food Forests to improve student achievement
- an 11,000 sq. ft. warehouse where businesses donate & teachers shop for free for their classrooms
- and, events that reward students for creativity and bring art collectors, philanthropists, and executives together to support arts education while recognizing successful public school alumni.

Sound interesting? Can you see yourself helping with this work and helping with the office management tasks that make it possible?

### Sample Responsibilities:

- Assist with assembly of board meeting materials and possibly attend some board meetings
- Record/file weekly and monthly staff reports & daily staff attendance reports
- Maintain employees' tech equipment agreements, update logs, monitor office equipment (copier, postage machine, etc.)
- Schedule meetings and make phone calls as needed
- Assist with retrieval and distribution of mail & ordering of supplies for office
- Answer phones and monitor package delivery
- Create PO's, prepare back-up, and submit to Accounting
- Keep Board of Directors/Advisory Board lists and staff contact sheets updated
- Communicate/follow-up with teachers as needed
- As skills allow, proof/edit reports, proposals, other collateral materials
- Assist with various programmatic needs & be available for and assist with programmatic events

### Requirements:

- Amazing customer relationship skills
- Good written and verbal communication skills in English (Spanish not required, but helpful)
- Intermediate to advanced skills in Microsoft Office including Word, Excel, Outlook, PowerPoint
- Self-motivated, able to multitask, and works well under pressure
- Excellent organizational abilities including being detail oriented while also understanding the big picture
- Able to do simple graphic design (name tags, table tent cards, simple flyers) helpful but not required
- Strong desire to work for a non-profit organization that improves public education
- Vehicle required daily to attend various meetings, events, visit programming sites, as needed, etc.
- Ideally able (but not required) to work evening events (6 to 8 times/year) and help with one all-day Saturday conference (1 per year)

This is a contractor and/or intern position at our offices in Miami Lakes. Expected hourly rate is \$14/hour to \$18/hour based on skills level and prior experience. The Education Fund is an Equal Opportunity, Affirmative Action employer and is a drug-free workplace. **Please send resume to [hr@educationfund.org](mailto:hr@educationfund.org).**