



POSITION

School Partners Program Intern (part-time, volunteer-based, temporary)

WHO ARE WE?

Denver Public Schools Foundation believes our city is strengthened by every student who graduates ready to lead a successful life. As the strategic fundraising partner to DPS, we work alongside district leaders and educators to advocate for the highest impact investments and galvanize the philanthropic and community support necessary to ensure *Every Child Succeeds*. We strive to live by our [Core Values](#) and see them as a commitment to ourselves, to DPS, and to the students and families we have promised to serve. For additional information about our organization, please visit www.dpsfoundation.org.

WHO ARE WE LOOKING FOR?

We are seeking an individual who is excited and eager to learn aspects of corporate and education partnerships while gaining skills in relationship building, volunteer management, and fundraising at a thriving nonprofit organization. No previous experience required; merely a drive and willingness to jump in and learn! We are looking for an individual with a proven ability to prioritize, organize, and manage multiple tasks simultaneously and is able to work independently and collaboratively and adapt to changing priorities.

The School Partners Program Intern will help in key areas of our School Partners Program, which creates tailor-made partnerships between schools and businesses/community organizations to help every DPS student succeed by providing a combination of volunteer time, in-kind contributions, and financial resources to meet the specific needs of their partner school, and general office support. This position will average 15 hours per week and we request a commitment through June 30, 2022. We anticipate fixed hours of Tuesdays 10am-2pm and Wednesdays 9am-2pm to accommodate scheduled Power Lunch sessions at the school sites, while the remaining hours are more flexible. We are currently working remote, but request this position be open to meeting in person with their supervisor once a week as well as attend any occasional on-site events as needed. This volunteer position reports to the Corporate Engagement Manager.

WHAT WOULD YOU BE DOING?

Primary responsibilities include, but are not limited to, the following:

- Assist in the creation and execution of corporate volunteer engagement opportunities
- Create regular social media content highlighting the work of School Partners
- Coordinate communication for all Power Lunch programs between volunteers and schools
- Attend weekly Power Lunch programs (businesses adopt a classroom of second- or third-graders and read to those students once a week for 45 minutes) and provide support to volunteers
- Create partnership briefs for School Partners
- Create year-end Power Lunch report
- Create stewardship materials for corporate partners
- Attend meetings with corporate and school partners
- Track volunteer attendance at all School Partner events
- Design and administer a volunteer satisfaction survey for the 2021-22 school year
- Design and implement Power Lunch recruitment strategy for the 2021-22 school year
- Provide other support to School Partners Program as assigned



WHAT QUALIFICATIONS AND SKILLS ARE WE LOOKING FOR?

The successful intern volunteer should possess the following:

- An individual with an interest in public education, teaching, and/or not for profit work
- Excellent verbal and written communication skills
- Strong interpersonal skills and ability to interact with others in a professional manner and maintain confidentiality as a representative of DPS Foundation
- Professional demeanor with strong ethical standards and ability to adapt to change
- Experience with Microsoft Office programs (Outlook, Word, Excel, and PowerPoint) preferred as well as the ability to operate standard office equipment
- Ability to work on multiple projects simultaneously both as a team member and individually
- Self-motivated, team player, highly organized, able to prioritize, and must be detail-oriented
- Flexibility to work remotely and in an open-office environment, depending on circumstances, as well as at school sites and occasional evening and weekend hours during events, as needed
- Reliable transportation required to attend weekly in-person meetings and occasional in-person events
- *Due to a recent public health order issued by the Denver Department of Public Health and Environment, DPS is requiring all people accessing its buildings to be fully vaccinated by September 30, 2021, unless a medical or religious exemption exists*

WHY WOULD YOU CHOOSE US?

This position is an opportunity to join an exceptional team to start, grow, or hone your nonprofit and education skills, while working at one of the most respected nonprofit organizations in Denver. We have a flexible, supportive work environment and strive to work with our [Core Values](#) at the forefront of what we do. We value each team member and are excited to hear different perspectives and ideas. This is an unpaid position though work study/college credit may be available for certain degree seeking candidates.

HOW TO APPLY TO JOIN THE TEAM

By September 30, 2021, please send a resume and cover letter telling us about you and why this volunteer opportunity would be a good fit for you to jobs@dpsfoundation.org. To ensure your submission is considered, please include School Partners Program Intern in the subject line. No telephone inquiries, please. Position is open with an anticipated start date of November 1, 2021.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING

In alignment with our [Core Values](#), DPS Foundation is committed to fostering, cultivating, and preserving a culture of diversity, equity, inclusion, and belonging. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent our team members invest in their work represents a significant part of not only our culture, but our reputation and organization's achievement as well. We embrace and encourage differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make individuals unique. DPS Foundation encourages all qualified candidates to apply. All volunteer placement is decided on the basis of job related factors such as qualifications, merit, and business need.