**Spring 2020 Executive Office Internship**

**Title:** Intern, Executive Office  
**Organization:** Stamford Public Education Foundation  
**Available Positions:** 1  
**Time Frame:** January-May 2020  
**Reporting to:** Chief Executive Officer  
**Location:** Stamford, CT

**About SPEF**  
Founded in 1996, the Stamford Public Education Foundation (SPEF) is a registered 501(c)3 non-profit organization focused on delivering educational programs and resources that elevate student, educator and parent success by bridging the gap between needs in the Stamford Public Schools and resources in our community.

SPEF’s vision is that each and every student in the Stamford Public Schools will graduate high school and enter college, career training or full-time employment ready to succeed. SPEF operates over a dozen programs supporting over 3,000 students and parents, representing all 21 of the Stamford Public Schools. SPEF’s programs focus on four areas:

- College & Career Readiness  
- Enrichment  
- Family Engagement  
- Kindergarten Readiness

**Responsibilities:**

- Support the CEO in assessing all operational aspects of the organization  
- Provide administrative support to the CEO in organizing and operating the SPEF College Internship Program  
- Assist the CEO in obtaining agency accreditation by conducting an internal audit on the organizations various functions  
- Communicate effectively with the foundation’s Board of Directors and fellow interns  
- Support overall operations of the foundation as needed (i.e., scheduling, copying, scanning, filing, marketing, events, etc.)
Qualifications:
- Must have reliable transportation
- Be flexible and trustworthy
- Demonstrate commitment to program’s mission
- Be professional, yet friendly and easygoing
- Possess strong leadership and communication skills (both written and oral)
- Have experience working with youth
- Be proficient in Microsoft Office
- Must be available for 5-10 hours each week

Experience gained:
Interns will learn non-profit management skills and be exposed to a multitude of functions within the non-profit sector. Interns will participate in an internship assignment as well as a professional development component that connects each intern with networking opportunities based on their profession of interest.

To apply please email a cover letter and resume to mloucks@spefct.org