



Communications & Events Intern – Fall 2024

DC Public Education Fund (DC Ed Fund) supports DC Public Schools (DCPS) by raising private dollars for the district's most innovative start-up initiatives. In the last decade, Ed Fund has raised over \$190M from foundations, businesses, and individuals to seed catalytic drivers of change. As DCPS' sole philanthropic partner, our dollars position the district to accelerate programs, test cutting-edge ideas, and drive outcomes through innovation.

General Overview:

We are seeking a highly motivated and enthusiastic intern to join our team for a fall internship. This internship opportunity offers a unique chance to gain practical experience in the field of philanthropy while making a positive impact on education. As an intern, you will assist our team in researching, planning, and implementing educational initiatives to support underserved communities. This is an excellent opportunity for individuals interested in exploring a career in philanthropy, education, or nonprofit organizations. Ed Fund is committed to diversity, equity, and inclusion as part of our work. Our public and transparent DEI statement can be [viewed here](#).

Core Responsibilities:

1. **Communication and Outreach:** Contribute to the creation of communication materials, including reports, newsletters, and social media content, to share updates and achievements with internal and external stakeholders. Support outreach efforts to engage with educational organizations, schools, and community partners.
2. **Social Media Management:** Assist in managing and creating content for our social media platforms. Develop strategies to increase engagement and followers, and monitor social media trends to keep our content relevant and impactful.
3. **Event Support:** Provide assistance in organizing and executing events, such as conferences, workshops, or fundraising activities related to educational philanthropy. Help with event logistics, participant registration, and post-event evaluation.
4. **Project Coordination:** Support the coordination and implementation of educational initiatives and projects. This may involve scheduling meetings, coordinating logistics, and communicating with external partners and stakeholders.
5. **Research and Analysis:** Conduct research on various educational programs, initiatives, and organizations to identify potential partnership opportunities. Analyze data and information to assess the impact and effectiveness of existing programs.
6. **Administrative Support:** Perform general administrative tasks, including maintaining files, managing email correspondence, and scheduling meetings. Provide support to the team as needed to ensure the smooth operation of daily activities.

Qualification Requirements:

- Currently enrolled in a bachelor's or master's degree program; graduate students are preferred. We are looking for someone preferably in fields such as education, communications, business, philanthropy, nonprofit management, or a related area.
- Strong interest in educational philanthropy, social impact, and improving educational opportunities for underserved communities.
- Excellent research and analytical skills, with the ability to gather, evaluate, and synthesize information from diverse sources.

- Exceptional written and verbal communication skills, with the ability to write clear and persuasive content.
- Detail-oriented mindset with strong organizational and time management skills.
- Proficiency in Microsoft Office Suite (excel, word) and experience with data management tools (CRMs, project planning software, etc).
- Ability to work independently as well as collaboratively in a team environment.
- Flexibility and adaptability to handle multiple tasks and prioritize effectively.

Prior experience in education, nonprofit organizations, or philanthropy (volunteer work, internships, etc.) is a plus.

Duration and Compensation:

This fall internship is expected to last for a period of approximately three months, starting September 3rd and ending December 13th. The intern will work approximately 15-20 hours / week. Compensation for this position will be provided in the form of a monthly stipend of \$1,000 and opportunity for course credit, where applicable. *Note: Our team is currently working a hybrid model of in-person and virtual, and the expectation is that this role would be on-site 1-2 days per week in DCPS' Central Office (located in Northeast DC) to meet the weekly hourly requirement. We are open to flexible scheduling for this position for candidates who need to schedule around their course schedules.*

To apply:

Send your resume to info@dcedfund.org with the subject heading "Fall 2024 Intern." In lieu of a cover letter, please answer the following two questions and send as a separate PDF or Word doc with your resume. Please keep the total word count for both questions under 400 words. Applications with longer responses will not be considered.

1. What excites you the most about working at Ed Fund?
2. What evidence of success can you share to show that you will excel at Ed Fund?