

UNDERGRADUATE AND GRADUATE STUDENT INTERNSHIPS

Philadelphia Education Fund – STEM Initiatives

www.philaedfund.org/programs/advancing-education/stem-initiatives

The mission of the Philadelphia Education Fund is to *drive exceptional outcomes for all students by developing great teachers and building paths to college and career success*. Its STEM Initiatives foster a collaborative and coordinated STEM stakeholder ecosystem that supports and enriches Philadelphia K-12 students. We do this through engaging multiple STEM stakeholders, connecting informal and formal STEM educators, providing professional development and technical assistance, offering easy access to resources, linking scientists to students, and conducting research on and evaluation of STEM education.

We seek one or more undergraduate or graduate interns to assist with STEM programming. These unpaid internships can span 1 or more semesters and can involve 2-5 days of work per week.

Specific intern duties may involve:

- **Staff Development:** Helping to design and implement monthly STEM Teacher Forums, Networking Meetings, and similar professional development opportunities.
- **STEM Ecosystem:** Contributing to our monthly newsletter, online resource libraries, and quarterly STEM Ecosystem Steering Committee meetings.
- **Research and Evaluation:** Helping to design, gather data from, and examine findings generated by surveys, focus groups, and other types of quantitative and qualitative evaluation.
- **Explore STEM Philly:** Working with staff to recruit, train, and schedule scientists to work with Philadelphia area teachers and students.

Intern content knowledge, skillsets, and attributes should include:

- Familiarity with one or more STEM subjects and, ideally, integrating STEM with other disciplines.
- Familiarity with formal and/or informal educational theory and practice.
- Excellent organizational, communication, and interpersonal skills.
- The ability to handle details as well as multiple projects.
- Self-direction, motivation, and an interest in tackling new projects.

Internship benefits will include:

- Autentic experience with systems management, communications technology, and event administration and coordination.
- Exposure to local, regional, and national individuals and organizations involved in cutting-edge STEM education initiatives.
- Experience with STEM research and evaluation including project design, data collection and analysis, and information presentation.
- Inclusion in the Philadelphia Education Fund's portfolio of timely education programs and projects.

To apply for an internship, please email a cover letter and resume (not more than 2 pages) to:

Dr. Nancy Peter, Director of STEM Initiatives
Philadelphia Education Fund
npeter@philaedfund.org