



Intern – Foundation Support and Red Apple Supplies

Education Foundation of Palm Beach County

Are you looking for an internship that directly impacts your community? An opportunity to help Palm Beach County public school teachers and students?

The Education Foundation of Palm Beach County is the non-profit organization that supports Palm Beach County public schools. Your work will impact the well-being of hundreds of teachers and students both directly and indirectly by supplying free school supplies to teachers in high-needs public schools.

We are currently seeking a creative, energetic, self-starting Intern for Foundation Support and Red Apple Supplies. The Intern is responsible supporting the Foundation through administrative and operations assistance. The Intern will also be responsible for assisting with Red Apple Supplies store operations, including stocking and merchandising, inventory, sorting, counting, and customer service.

Job Requirements:

- Must currently be enrolled in an undergraduate college or university program, preferably with a focus in non-profit management, business, social welfare, communications, or other relevant area.
- Must be able to lift 20 pounds and stand for several hours at a time.
- Must be proficient on Microsoft Office Software and able to learn additional software programs.

This is an unpaid internship. Course credit can be provided given the proper documentation from the college or university.

Please send your resume to: info@EducationFoundationPBC.org