

**Josh Gibson Foundation**

**INTERNSHIP DESCRIPTION**

**Position Title:** Education Programs Intern

**Department:** Administration

**Reports To:** Executive Director

**Classification:** College Student

**Effective Date:** \_\_\_/\_\_\_/\_\_\_

**Fiscal Address:** Ammon Recreation Center  
2217 Bedford Ave. Pittsburgh, Pa 15219

**Review/Revise Date:** \_\_\_/\_\_\_/\_\_\_

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**Position Summary:**

The Education Programs Intern will work closely with the Executive Director and Grant Consultant to assist in the following: design and delivery of the Josh Gibson Foundation's core programs (including, but not limited to its STEAM and BOYS2MEN initiatives), evaluation of these programs and descriptions of their outcomes and impact, applications for grant funding and reports to grantors, and any communications materials useful for the promotion and awareness the Foundation's activities.

**Qualifications and Requirements:**

- The Education Programs Intern should currently be enrolled in college with a major in social services, communications, journalism, public relations, sports management, or a related field.
- Must have excellent written and verbal communication skills.
- Must be proficient in Microsoft Office/Word/Excel.
- Must be a team player who works interchangeably with administrative and development staff members.
- Must receive Act 33/34 clearances and FBI clearances.
- Must have access to transportation for the purposes of Foundation meetings and on-site programs.
- Support the organization's mission along with sensitivity of cultural and workplace harmony.

**Essential Duties and Responsibilities:**

- Assisting the Executive Director and Grant Consultant in preparing text segments for grant applications and reports, press releases, media alerts and proposals.
- Assist Foundation staff to design and deliver the Foundation's core program to an increasing number of locations.
- Collect outcomes data from Josh Gibson Foundation programs as needed.
- Organize program data in an Excel format and provide a written narrative to describe the data and outcomes which can be used to evaluate and determine effectiveness of the program.
- Assist the Executive Director and Grant Consultant in identifying and researching potential individuals and/or materials to be supplied to BOSA students.

**Working Conditions:**

- Must be able to work the hours necessary to complete assignments.
- Must be able to work and travel to the Josh Gibson Foundation office or meeting sites.

**Stipend:**

This internship will receive a stipend of \$1,500/month for the duration of service. The stipend includes mileage/fares for the intern’s use of transport to attend Foundation meetings and visit on-site programs.

**Disclaimer:**

- This job description reflects management’s assignment of the essential functions; it does not prescribe or restrict the tasks that may be assigned.
- Critical features of this job have been described in the narrative. They may be subject to change at any time due to reasonable accommodation or other reasons.
- Any changes to the tasks outlined in this job description will be coordinated with the appropriate faculty at your college/university.

**Josh Gibson Foundation is an Equal Opportunity Employer and Provider**

I have read this position description and fully understand the requirements. I accept this position and agree to the requirements listed and will perform the duties and responsibilities to the best of my ability.

\_\_\_\_\_  
**Intern (Print Name)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Intern Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director, Josh Gibson Foundation**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Internship Program Representative**

\_\_\_\_\_  
**Date**

\*Please submit by email: [sgibson@joshgibson.org](mailto:sgibson@joshgibson.org) or mail: Josh Gibson Foundation, P.O. Box 100244, Pittsburgh, PA 15233