



**Educational
Enrichment
Foundation**

SUMMER 2016 INTERNSHIP OPPORTUNITY FOR COLLEGE STUDENTS

INTERNSHIP DESCRIPTION

Educational Enrichment Foundation (EEF) is an independent non-profit 501(c)3 organization founded by Tucson's community and business leaders to support the students and teachers within Tucson Unified School District schools. Established in 1983, EEF is the oldest foundation of its kind in Arizona and serves 49,000 TUSD students annually. Through classroom grants, scholarships and programs for financially in-need and at-risk students, EEF provides direct resources to TUSD school sites, teachers and students to ensure that all students have access to a quality public education. EEF programs are supported by corporate and non-profit grants, payroll deductions made by hundreds of dedicated TUSD employees and contributions from the general public.

Unpaid internships at EEF are open to students enrolled at the University of Arizona, Pima Community College and other accredited universities, colleges and trade schools. Internships are available each semester (fall, spring and summer) or year long. If academic course credit is desired (e.g. UA LASC 393/493), arrangements must be handled and approved by the student and his/her department.

Internships take place at EEF's office located at St. Mark's Church (near Speedway and Alvernon) and typically involve a 9-15 hour per week commitment. EEF is proud to offer interns flexible scheduling so students can meet their educational and employment obligations. Internships at EEF are primarily project-based and involve a combination of independent practice and guided supervision by EEF staff. Areas of professional concentration and areas of knowledge addressed during an EEF internship include:

- Best Practices in Non-Profit Administration and Governance
- Philanthropy and Fundraising
- Communications (social marketing, database maintenance, hospitality)
- Project Planning and Administration (correspondence, record keeping, report writing)
- Research (statistical, historical, general)
- Special Events (planning, logistics, marketing)
- Clerical Support (data-entry, phone reception, mail preparation, file archiving, etc.)

Interested college students should submit a letter of interest and resume to jennifer@eefucson.org.

Educational Enrichment Foundation
3809 E Third St., Tucson, AZ 85716
520-325-8688 (phone) / 520-325-8576 (fax)
info@eefucson.org
www.eefucson.org