Office of Strategic Partnerships Intern

Our Mission:
The School District of Philadelphia’s Office of Strategic Partnerships (OSP) coordinates partner and volunteer resources to align them with the goals and priorities of the District’s Action Plan v3.0 and help create excellent schools.

Intern Responsibilities (Intern will work with OSP team members to determine specific tasks):

1. **OSP Internal Tracking**
   - Assist in managing OSP’s data tracking systems
   - Organize OSP internal documents to increase team efficiency

2. **OSP Partnership Database Management**
   - Assist in managing OSP’s partner/school data collection process
   - Analyze data from OSP’s school and partner surveys

3. **Strategic Priority Support**
   - Assist in development of OSP’s partnerships “toolbox”
   - Gather/sort college readiness partner information