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. **Increase OSP Effectiveness in Coordinating Partners**
   - Solicit feedback from partners on their experience with OSP this year
   - Host focus groups with partners on barriers to partnership development, best practices, and how OSP can better support partnership success
   - Research how other school districts coordinate partners to better understand best practices
   - Organize high-level brainstorming sessions with partners to determine how to better align and coordinate partners in certain impact areas (e.g., college access/readiness and early literacy)
   - Reach out to partners included in our Partnerships Census looking to expand their work within the District to assist them in their efforts to scale up

2. **School-Communities Partnership Guide (“the Guide”)**
   - Gather feedback from schools and partners to revise the Guide
   - Solicit information from schools and partners on best practices, tips, etc.
   - Work with other SDP departments for input on the Guide
   - Promote the Guide to ensure it reaches all schools
   - Focus groups with schools on the Guide, needs assessments, strategic planning, etc.

3. **Partnership Trainings**
   - Solicit feedback from schools and partners on what trainings and resources they need to coordinate partnerships
   - Focus groups with schools and partners on the Guide, self-assessments, needs assessments, strategic planning, etc. to maximize effectiveness of training in these areas
   - Create materials for school and partner trainings
   - Connect with external organizations that provide trainings

4. **Partnership Database Management**
   - Conduct survey interviews with partner organizations and school staff to strengthen OSP’s school-community partnerships database and improve resource-matching equity across the District
   - Enter partner and school information into partnerships database
   - Organize OSP internal documents to increase team efficiency