



High School Internship Program

About DonorsChoose.org:

DonorsChoose.org is an online charity that makes it easy for anyone to help students in need. Public school teachers from every corner of America post classroom project requests on our site, and donors can give any amount to the project that most inspires them. When a project reaches its funding goal, we ship the materials to the school. Donors then get to hear back from the classroom they supported through photos and thank-you notes.

The High School Internship Program:

The DonorsChoose.org high school internship program provides students with practical work experience in the non-profit sector. Our interns develop their communication, project management, research, and analysis skills while helping teachers and students all over the US!

The majority of our interns will be working with our Operations (Donor Appreciation) Team. Some interns may be placed with other teams in our organization based on their interests and the needs of the organization. Interns will have the opportunity to meet with staff members one-on-one throughout their internship to discuss goals, professional interests, or any questions they have about working in the non-profit sector. In addition, speaking events, designed specifically for our interns, will be set up throughout the school year. Each event features a staff member who shares information about their education and career path leading up to DonorsChoose.org as well as their current role in the organization.

Internship Responsibilities:

- Checking-in, assembling, and mailing student thank-you notes to donors
- Assisting with our customer service needs via emails to teachers
- Updating teacher, donor, and school information in our database
- Compiling and analyzing data on teachers, donors, and vendors
- Performing various clerical duties, as needed

All internships take place in our Manhattan office located at 134 West 37th Street. Please note that this opportunity is unpaid.

Time Commitment:

- Students can sign up for Fall (October-January), Spring (January-June), School Year (October-June), or Summer (July-August) internships.
- Internships take place daily Monday through Friday between the hours of 1pm-6pm
 - Students must be able to intern at least 2 days a week, for at least 2 hours each day, between the hours of 1pm-6pm.

Who We're Looking For:

We are seeking high school students to join our team who are:

- In 10th, 11th, or 12th Grade
- Knowledgeable in Microsoft Office Suite (Word, Excel, PowerPoint)
- Detail-oriented, responsible, willing to learn new skills and take initiative
- Interested in learning more about education and non-profit organizations!

Interested?

To apply, please fill out our online [application](#)

If you have any questions, please contact Christina Gillim at internship@donorschoose.org