



PSEA Summer Internships (Two Vacancies)

The Pennsylvania State Education Association (PSEA) is a union representing the labor, policy and professional interests of over 178,000 members. The majority of PSEA members are public school employees. PSEA also represents employees in charter schools, private schools, colleges and universities, correctional facilities and health care institutions, retired employees, and students preparing for employment in education or health care. PSEA is the largest labor union in Pennsylvania and has been an advocate for public education, children, and our members' professions since 1852.

The successful intern applicant will work with staff in Field Operations, the Research Division, Communications Division, and the Government Relations Division. This will include working with alumni on projects that will provide knowledge and experience in various aspects of union work. This internship will work, mostly, in-person in Harrisburg, PA. Interested applicants should have an interest in labor and education, and possess strong interpersonal, problem-solving, research, and writing skills. **We are particularly interested in candidates who have a career interest in working for PSEA in the future as an Associate UniServ Representative (i.e. field representative) and then, if successful, as a UniServ.**

Field Division

- **Shadow/Assist** the PSEA Organizing Data Support Coordinator and/or other field staff with any ongoing (1) internal and external organizing campaign activities; (2) negotiations sessions; (3) grievance and arbitration sessions; (4) factfindings.
- **Training:** Audit select member training sessions at PSEA's annual Summer Leadership Conference. Attend select Field Division, region, cluster, and/or local association meetings as opportunities arise.

Research Division

- **District Financial Analysis:** Using Excel and PowerPoint, assist with automated financial analyses of school districts.
- **Education Support Professionals (ESP) wage scales:** Review ESP contracts and record the wage scales by occupation category (food services, custodians, paraprofessionals, secretaries, etc.) into an ESP salary schedule database. Contact field staff to better understand job title definitions and then collect this information on the variation of responsibilities (and correspondingly, pay) within ESP.
- **Survey Research:** Data analysis of PSEA member surveys.

- **Other possible projects:**
 - Research on the school employee shortage.
 - Assist with \$60k/\$20 hr starting salary legislative campaign.
 - Literature reviews of research on:
 - the effects of school funding on student outcomes, and
 - the effects of unions on student outcomes.

Communications Division

- **Social media design and planning:** Assist in identifying events and activities that staff can promote on PSEA's Facebook, Instagram, and X (Twitter) channels, including researching education-focused activities and events and helping to prepare copy and design for social media posts.
- **Writing copy for Association publications:** Assist in writing copy for Association e-newsletters and social media posts, including weekly or bi-weekly e-newsletters, social media posts, and the native advertising component of the Department's digital media campaign. Native ads run on newspaper websites and blogs to promote specific stories about notable PSEA members.
- **Summer Leadership Conference video master script updates:** Assist in updating and adding content to the Department's video master script, including writing questions, prompts, and lines, organizing the master script, and assisting with producing the video shoot during the Summer Leadership Conference. The master script is used to acquire member footage for use in video projects throughout the year.
- **Basecamp schedule updates:** Learn about project management by using the Department's Basecamp system to update production and deployment schedules for various activities, publications, and organizing projects.

Government Relations:

- **Lobby days:** Attend lobby days where state legislators meet with PSEA members.
- **Electoral Efforts:** assist with work on local, state, and federal elections, raising political contributions for elections, video and graphic creation and social media related to political campaigns, reviewing, and analyzing campaign finance reports and online research.

Additional Learning Opportunities:

- Learn about PSEA's history and structure through online eCornell courses.
- Review PSEA eCornell courses in the development process.
- Attend divisional meetings throughout PSEA to gain an understanding of how unions work on a day-to-day basis.
- Attend a series of seminars from staff in various PSEA Divisions: Field, Government Relations, Legal, Information Technology, Research, Communications, Financial and Membership.
- Participate in Diversity, Equity, and Inclusion meetings related to creating a culture of belonging with the PSEA membership and among staff.
- Participate in workgroup discussions about policies and programs designed to diversify the education profession.

Intern Job Responsibilities:

- Gains an understanding of PSEA's Structure, Mission, Vision, Values and Goals.
- Accepts designated, PSEA-focused projects as described above.
- Engages with PSEA staff, leaders, and members.
- Learns and becomes proficient with internal software systems, as appropriate.
- Assists in preparing information and research materials.
- Takes notes and memos during meetings; types documents, drafts, and reports; sorts and manages files as needed.
- Shadows PSEA positions and trains in a variety of tasks as assigned.

Term: **Negotiable** (Late May to Early August)

Time Commitment: 30-40 hours per week

Hourly pay: \$21/hour

Housing Stipend: Up to \$2,000, would be applicable to candidates outside of the area

Intern Qualifications / Skills:

- Excellent written and verbal communication skills
- Organization
- Scheduling
- Professionalism
- Member focused
- Confidentiality
- Problem solving
- Attention to detail
- Research skills
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Prior union knowledge is preferred

A resume and cover letter should be submitted to jobs@psea.org no later than **March 28th**.

Virtual interviews will be held on **April 3rd** (morning) and **April 5th** (afternoon).