

## Youth Program Operations Internship

826 Boston employs a group of enthusiastic, dedicated interns for the fall, spring and summer semesters. Interns will work individually and collectively with each other, our staff of nine full-time employees, and a large group of volunteers.

Youth Programs Interns join 826 Boston's Out-Of-School-Time Programs Team, supporting staff in tutoring, program recruitment, maintaining program logistics, communicating with parents, editing/organizing student writing for publication, and tracking and entering data. This is an opportunity to get experience in youth development and creative arts education, learn about the day-to-day operations of a small non-profit, and join the network of national 826 chapters while building job skills, advancing your resume, and acquiring excellent references.

Youth Programs Interns commit to 16 hours per week of unpaid work for a minimum of four months. Named one of GOOD magazine's "30 Places We Want to Work," 826 Boston is a vibrant work environment, bustling with staff, interns, students, and volunteers.

### **About 826 Boston:**

826 Boston is a nonprofit youth writing and publishing organization that empowers traditionally underserved students ages 6-18 to find their voices, tell their stories, and gain communication skills to succeed in school and in life. Our services are structured around the understanding that great leaps in learning can happen with one-on-one attention and that strong writing skills are fundamental to future success. With this understanding in mind, we provide after-school tutoring, field trips, creative writing workshops, in-school tutoring, help for English Language Learners, and in-depth publishing projects. 826 Boston is part of a national network of youth writing centers, founded by the award-winning author Dave Eggers. Since opening in 2007, 826 Boston has delivered its free youth writing and tutoring programs to over 16,000 students and has been recognized by The Boston Globe as one of the best places in the city to volunteer. 826 Boston's youth writers have published their work in *The New York Times*, *The Boston Globe*, and in numerous award-winning 826 Boston books, including *A Place for Me in the World*, which was hailed as a "triumph of middle school education" by *The Boston Globe*. In 2014, the 826 network garnered the American Literacy Prize from the Library of Congress for its pioneering work to eradicate illiteracy in the United States.

826 Boston is an equal opportunity employer committed to being a multicultural organization. Candidates from diverse backgrounds are encouraged to apply. For more information, please visit <http://www.826boston.org>.

### **Our ideal candidate has:**

- Enthusiastic belief in the mission of 826 Boston as evidenced by a passion for writing and working with youth
- Strong written and verbal communication skills

- Strong organizational skills and the ability to multi-task
- Experience with or interest in volunteerism and community engagement preferred
- Experience teaching or working in urban and/or underserved communities preferred

**What you'll do:**

- Oversee logistics for student and tutor check-in/out, snack distribution, parent contact, tutor assignments, writing folders, and student needs for the After-School Program.
- Tutor students ages 6-18 in homework, reading, and writing for publication.
- Assist with program administration duties, such as resource research, copying, filing, phone calls, database management, emails, organization of the physical space, and answering programmatic inquiries.
- Assist as needed with community events and fundraisers, such as the Boston Book Festival and Night of a Thousand Stories.

**Application Instructions:** Please send a resume, cover letter, and two letters of recommendations to “[volunteer@826boston.org](mailto:volunteer@826boston.org)” with the subject line “Fall 2017 Youth Programs Internship.” In lieu of two recommendation letters, references can also submit our [online recommendation form](#). Applications will be reviewed by 826 Boston on a rolling basis. If you have any questions, please contact the volunteer department at [volunteer@826boston.org](mailto:volunteer@826boston.org).