

## Development 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 11 full-time employees, eight service members, and a large group of volunteers.

Development Interns join 826 Boston's Development Team, supporting staff in fundraising and awareness-building about the organization. This is an opportunity to get experience in 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 and advancing your résumé. Applicants must be over the age of 18 but need not be currently enrolled in an academic program.

Development Interns commit to 16 hours per week of unpaid work for a minimum of three 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. 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 more than 20,000 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*.

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/is:**

- 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
- Attention to detail that is deeply rooted and includes the ability to check your own work
- Fearless attitude toward meeting new people, learning new software, and gaining new experiences. Every day is different, but every day, our interns support the organization in countless ways. Appreciation that small details make a big difference.

- Able to take feedback and adjust accordingly. For many projects, the willingness to take the lead is important. In other projects, interns will be shadowing and following experienced staff to gain skills.
- Proven track record or collaboration/teamwork.
- A leader who has taken a project from idea to reality.
- Perseverance and ability to push through challenges, as evidenced in life, academics, leadership or work experience.
- Retail and graphic design experience is a plus, but not required.

**What you'll do:**

- Write, edit, proofread, and research grants with the assistance of the Communications and Grants Manager. Steward the relationships with our grant funders through updates, mailings, and invitations to events.
- Pursue and maintain partnerships with corporations, educational institutions, other non-profit organizations, and vendors through research, outreach, stewardship and requests.
- Utilize databases that track and record contributions and communication from funders (institutional and individual).
- Identify a development need at 826 Boston where your skills can be put to use, then develop a plan to solve for that need, and implement the plan with the support of the development team. Past interns have redesigned the online store, formed an intern alumni network, and held pop-up events to raise money for the organization.
- Help to oversee our quirky store, which is the literal front door and first impression to the organization, as well as a modest source of funds for the free youth programs we offer. Learn point-of-sale software and retail inventory management and give students' books a larger audience.
- Co-facilitate training and information sessions for new volunteers.
- As needed, pitch in on 826 Boston's larger fundraising events, including supporting the registration systems, logistics, decor, invitations, marketing, and donor thank yous.

**Application Instructions:** Please send a résumé, cover letter, and two letters of recommendations to "volunteer@826boston.org" with the title of the internship in the subject line. 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 our volunteer department at [volunteer@826boston.org](mailto:volunteer@826boston.org).