



## Marketing 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.

Marketing Interns join 826 Boston's Development Team, supporting staff in spreading awareness of the organization, cultivating a positive brand for the organization, and helping raise money through the quirky 826 Boston store. This is an opportunity to learn about the day-to-day operations of a small non-profit while building job skills, advancing your résumé, and acquiring excellent references. Applicants must be over the age of 18 but need not be currently enrolled in an academic program.

Marketing 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 social media as a tool to promote causes.
- Excellent attention to detail and ability to check your own work.
- Ability to balance several projects at once with attention to deadlines and advance planning.

**What you'll do:**

- Work with the Grants and Communications Manager to maintain and grow social media followings for the organization.
- Update and improve the organization's website to tell a rich story of the accomplishments and relevance of the organization.
- Pitch in on a team effort to publicize annual events and capitalize on opportunities.
- Assist in the production of the organization's monthly email newsletter including writing, editing, researching, interviewing, photo selection, layout in Mail Chimp, and proofreading.
- Oversee a personally selected long-term intern project based on your skills and interests that will serve as a capstone for your internship experience and résumé.
- Work with a team of staff and interns of like minds to advance the mission of an outstanding youth writing organization.
- Help to oversee our quirky store, which is the literal front door and first impression to the organization, as well as source of funds for the free youth programs we offer. One or two store shifts/week with training included on point-of-sale software and retail inventory management.

**Estimated start date is in June**

**Application Instructions:** Please send a résumé, cover letter and two references to "volunteer@826boston.org" with the subject line "Marketing Internship." References can submit their recommendation using our [online recommendation form at http://www.826boston.org/get-involved/join-our-team](http://www.826boston.org/get-involved/join-our-team). 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).