

Event Planning Internship

826 Boston employs a group of enthusiastic, dedicated interns, who work individually and collectively with each other, our staff of eleven full-time employees, and a large group of volunteers.

Event Planning Interns join 826 Boston's Development Team, supporting staff in the planning process of 826 Boston's annual fundraising events, assisting with event promotion and community outreach, and helping to raise money through securing sponsorship from community partners. 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.

826 Boston's largest spring fundraisers include Eat Your Words, the Half Half Half Half Half Marathon, and Night of 1,000 Stories. Eat Your Words is a brand-new event featuring tastings from 20 chefs at Boston's top restaurants, to be held on March 26. The Half Half Half Half Half Marathon, a 0.826 mile race around the Boston Common, will take place on April 12. This event is a fun charity-race style run, with individual teams fundraising to compete in the race and win prizes, and concludes with an after-party at a nearby venue. Finally, Night of 1,000 Stories is 826 Boston's annual gala held in May. The night features an author speaker (past speakers include Kwame Alexander, Richard Blanco, and ZZ Packer) and performances from 826 Boston students.

Applicants must be over the age of 18 but need not be currently enrolled in an academic program. Event Planning Interns commit to 16 hours per week of unpaid work for a minimum of four months.

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. 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.

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 and events.
- 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 development team on the planning process to maintain and grow our three main Spring fundraising events: chef-tasting event Eat Your Words, the Half Half Half Half Half Marathon, and our annual gala, Night of 1,000 Stories.
- Pitch in on a team effort to publicize annual events and capitalize on opportunities to partner with community organizations.
- Work with the Marketing and Events Specialist, AmeriCorps VISTA to secure sponsorships from community partners.
- Use your creative and detail-oriented lens to prepare details in advance of the events, such as name tags, table decorations, registration systems, volunteer roles, donation processing/thanking/acknowledging after the event.
- Attend fundraising events and help them run smoothly.
- 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 January. End date negotiable based on the conclusion of the Spring semester.

Application Instructions: Please send a résumé, cover letter, and two letters of recommendations to “volunteer@826boston.org” with the subject line “Spring 2018 Event Planning 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 our volunteer department at volunteer@826boston.org.