



826 Boston Communications & Development/Event Internships

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.

Communications & Development/Event Interns join 826 Boston's Development Team, supporting staff in crafting the narrative of our programs through emails and social media outreach, completing tasks that help cultivate new and existing donor relationships, and helping raise money through events and the quirky 826 Boston store. In addition, each intern will also have **the opportunity to design and complete a long-term project**, which they will lead with the mentorship of a supervisor. For example, a previous intern designed an Instagram photo series showcasing 826 Boston community members.

This is an opportunity to learn about the day-to-day operations of a non-profit while **building job skills, advancing your résumé, and acquiring excellent references**. Interns will also participate in two **specialized trainings** each semester, focused on growing specific professional skills such as public speaking or résumé writing.

Applicants must be over the age of 18 but need not be currently enrolled in an academic program. The Communications and Development/Event Internship is an **unpaid** opportunity and has a flexible commitment of 8-16 hours per week for a minimum of four months. Interns traditionally serve in the fall (September through December), spring (January through April), or summer (May through August).

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 more than 25,000 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 multitask.
- Experience with social media as a tool to promote causes.
- Excellent attention to detail and the ability to check your own work.
- Ability to balance several projects at once with attention to deadlines and advance planning.
- Attention to detail that is deeply rooted in the ability to check your own work.
- Fearless attitude toward meeting new people, learning new software, and gaining new experiences.

What you’ll do:

- Work with the Communications and Marketing Specialist to maintain and grow social media followership 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 to help publicize annual events and capitalize on opportunities.
- Work with the Development team with the planning, tracking, and execution of fundraiser events.
- Write, edit, and research information about donors and foundations with the Development team.
- Help to oversee and update the databases that track and record contributions from funders (institutional and individual).
- 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 to advance the mission of 826 Boston.
- Help to oversee our online and physical storefront (if open), which is the literal front door and first impression to the organization, as well as a 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 possible if not working remotely.



- Participate and/or document 826 Boston tutoring events to develop a deeper understanding of the work we do with students.

Application Instructions: Please send a résumé, cover letter, and two letters of recommendation to intern@826boston.org with the subject line **“Communications & Development/Events Internship.”**

The ability to complete internships remotely will be determined by early December based on programmatic needs. Please indicate any limitations you have for either in-person or remote availability in your application.

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.