

## 826 Boston Youth Programs Internship

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.

The 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. In addition to supporting students and teachers with writing instruction, each intern will also have **the opportunity to pitch and actualize a long-term project**, which they will lead with the mentorship of a staff supervisor.

This is an opportunity to learn about the day-to-day operations of a non-profit while **making connections, building job skills, advancing your résumé, and acquiring excellent references**. Interns will also participate in **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 Youth Programs 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). **Interns may have the option to work remotely in the Spring, 2021.**

### 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 22,000 students and has been recognized by *The Boston Globe* as one of the best places in the city to volunteer. 826 Boston student 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.
- Strengths-based approach to students/families and an understanding of the systematic and historical factors that can affect them preferred.
- The ability to take direction, seek counsel when needed, proactively identify needs and opportunities, and propose programmatic innovations.
- Experience with or interest in volunteerism and community engagement.
- Interest in the field(s) of Science, Technology, Engineering, and/or Math (STEM) and their intersections with writing 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, resource/materials distribution, family contact, tutor assignments, writing drafts, and student needs for after-school tutoring.
- Tutor students ages 6-18 in homework, reading, and writing for publication.
- Assist in the copyediting and publishing of student-written publications.
- Assist with program administration duties, such as resource research, copying, filing, phone calls, database management, emails, organization of the physical space, data entry, and answering programmatic inquiries.
- Assist with programmatic enrollment and family communications.
- Assist with events such as publication release parties as needed.

**Application Instructions:** Please send a résumé, cover letter, and two letters of recommendation to [intern@826boston.org](mailto:intern@826boston.org) with the subject line **“Youth Programs 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.

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).