



826 Boston Youth Publishing 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 Program Publishing Intern joins 826 Boston's Programs Team to support in the **writing, revising, copyediting, and publication of student work**. Responsibilities include **participating in editorial boards, organizing manuscripts, and supporting the design and production of student publications**. Additionally, the Youth Program Publishing Intern may have the opportunity to work directly with students through one-on-one and small group tutoring.

This is an opportunity to learn about the day-to-day operations of an arts education 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 Publishing 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'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.
- Attention to detail that is deeply rooted in the ability to check your own work.
- The ability to take direction, seek counsel when needed, proactively identify needs and opportunities, and propose programmatic innovations.
- Experience with or interest in publishing or journalism.
- Experience teaching or working in urban and/or underserved communities preferred.
- Experience utilizing InDesign platform preferred.

What you'll do:

- Organize, support, and track drafting processes for student publications.
- Assist in researching and preparing writing- and reading-related materials.
- Prepare for and participate in editorial board meetings to provide feedback to students as needed.
- Conference with students on edits as needed.
- Proofread and edit drafts; compile and organize manuscripts, copyedit designed publications and make edits.
- Support the design and publication process
- Tutor students in homework, reading, and writing for publication as needed.
- Assist with other duties as needed, such as research, copying, filing, phone calls, database management, emails, organization of the physical space, data entry, archiving, and answering programmatic inquiries.

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