



826 Boston Program Data & Evaluation 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 **Program Data & Evaluation Intern** will work alongside the **Director of Programs and Community Engagement** to **collect, analyze, and synthesize program impact data across 826 Boston's Writers' Rooms and STEM literacy focused programs**. Data and evaluation play a critical role at 826 Boston, including but not limited to:

- sharing best practices across the 826 National network;
- highlighting strengths and areas for growth that inform strategic program planning; and
- illustrating 826 Boston's story of impact for funders, community partners, and district leaders;

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 training(s)** 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 Program Data & Evaluation Internship is an **unpaid** opportunity, and has a flexible commitment of 8-16 hours per week for four months. Interns traditionally serve in the fall (September through December), spring (January through April), or summer (May through August). Schedule arrangement is flexible and will be discussed during the application process. **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 and educator Nínive Calegari. 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.
- The ability to take direction, seek counsel when needed, proactively identify needs and opportunities, and propose evaluation innovations.
- Experience with quantitative and qualitative data analysis.
- Proficiency in Excel, Word, Powerpoint.
- Proficiency in Spanish preferred, but not required.

What you'll do:

- Ongoing
 - Manage biweekly data collection system and report out results to leadership team
 - Develop the End of Week Bulletin (comprised of program highlights, professional development opportunities, and student resources) which is sent to entire organization
 - Provide data updates as needed to Development and Communications team to support grant writing
- Special Projects
 - Coordinate the National Writing Project post-assessment process, coordinated by 826 National
 - Develop a STEM literacy programming focused retrospective survey and analyze data to measure impact and program quality
 - Support the Director of Programs and Community Engagement with developing the Writers' Room comprehensive student post-survey and analyzing matched pre/post survey data for AmeriCorps grant
 - Support the Director of Programs and Community Engagement with developing a cohesive narrative of impact as informed by survey data and multi-year impact study

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