



826 Boston Program Data & Evaluation Internship

About the Opportunity

The **Program Data & Evaluation Intern** will work alongside the **Director of Programs, Impact, and Evaluation** to **collect, analyze, and synthesize program impact data across 826 Boston's in-school and out-of-school 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 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. This position may be eligible for a Federal Work Study partnership at some schools. If you receive Federal Work Study, please let us know and we will try to work with your school to see if we are an eligible community partner.

A note about operations during the pandemic: 826 Boston is currently operating all of our programs virtually. While we do not yet know when we will return to in-person operations, candidates for this position should be prepared to work all or part of their hours at 826 Boston's physical location(s).

Mission:

826 Boston is a nonprofit writing, tutoring, and publishing organization where students in grades K-12 and beyond can share their stories, amplify their voices, and develop as leaders in school and in life.

What you'll do:

- Ongoing
 - Manage weekly 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: Support the Director of Programs, Impact, and Evaluation with...
 - Migrating student information and program data into [Salesforce](#), the 826 database for donor, volunteer, and student information management



- Coordinating the National Writing Project assessment process in conjunction with 826 National
- Implementing the Writers' Room survey and analyzing survey data to inform Writers' Room programming
- Launching year three of the Writing Portfolio Assessment Pilot in partnership with the out-of-school time program team.
- Developing a cohesive narrative of impact as informed by annual assessments and multi-year impact study

Skills and experiences:

826 Boston recognizes that impostor syndrome and the confidence gap might prevent some applicants from applying. Few candidates will have all of the relevant experience listed below, but 826 Boston is committed to assessing candidates with transferable skills and a willingness to be trained for this role.

- 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.

Application Instructions: Please complete the [826 Boston Internship Application](#) and upload your résumé, cover letter, and two letters of recommendation. 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 questions or would like to check on the status of your application, please contact intern@826boston.org.

About Us

826 Boston is part of a national network of youth writing centers, co-founded by the award-winning author Dave Eggers and educator Nínive Calegari, that were named in GOOD Magazine's "30 Places We Want to Work." Since opening in 2007, 826 Boston has delivered its free youth writing and tutoring programs to more than 29,000 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 Diversity, Equity, and Inclusion Statement

At 826 Boston, we honor and actively work toward diversity, equity, and inclusion (DEI) across our organization. We are committed to centering the voices of the students who we serve, to creating inclusive spaces, and to incorporating feedback from our community into our decision-making processes. Our DEI lens is always evolving through the courageous conversations in which we participate and the relationships that we build through our work and service. We strengthen our cultural competency through experience, training, and feedback, which informs the development of all new organizational practices and goals and the evaluation of all existing procedures.

826 Boston is dedicated to providing a platform for student advocacy through writing and publishing opportunities. In our work and mission, we are committed to dismantling white supremacy culture by recognizing that we are complicit in systems of racism and oppression. We will work to hold ourselves accountable in addressing these harmful structures and behaviors. To learn more about our DEI Action Plans across the organization, [please click here](#).