



## 826 Boston Youth Publishing Internship

### About the Opportunity

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 training** 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). 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:

- 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.

### **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.
- 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.

**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](mailto: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](#).