



826 Boston Youth Programs Internship

About the Opportunity

The Youth Programs Intern joins 826 Boston's Out-of-School Time Programs Team, supporting staff in tutoring, recruiting, maintaining program logistics, communicating with parents, editing and organizing student writing for publication, and tracking and entering data. In addition to supporting students with writing instruction, each intern will also have **a specialized area of responsibility**, which they will oversee with the mentorship of a supervisor.

This is an opportunity to learn about the day-to-day operations of a nonprofit while **making connections, building job skills, strengthening 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 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 who are not otherwise receiving financial compensation will receive a \$500 stipend after completing their internship. This position may be eligible for a Federal Work-Study partnership at some schools. If you are eligible for 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 programs both virtually and in-person. In-person programming is limited and conducted with public health guidelines in mind. Candidates for this position should be prepared to work all of their hours in-person at 826 Boston's center, located at 3035 Washington Street in Egleston Square. Please read more about our [Program Covid safety guidelines](#). All team members must establish that they are fully vaccinated against Covid-19.

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:

- Oversee logistics for student and tutor check-in/out, resource/materials distribution, family contacts, 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 and emails, database management, organization of the physical space, data entry, and answering programmatic inquiries.

Specialized Area of Responsibilities:

In addition to the above responsibilities, each Youth Programming Intern will have one of the following specialized areas of responsibility:

Assessments and Data:

- Update and maintain attendance tracking systems and accurately record student and tutor hours.
- Assist with implementation of writing portfolios, surveys, and other assessments.
- Oversee distribution of take-home notes to families.
- Review ongoing tutor feedback and student info to identify opportunities, needs, and resources.

Library and Reading Resources:

- Review feedback from students and tutors to make book recommendations and connect students to reading resources.
- Serve as a reading concierge during tutoring sessions.
- Organize, maintain, and update library and library catalog, including creating student librarian displays.
- Create reading strategy tips to share with volunteers.

Student and Family Resources:

- Assist in implementing accommodations for students to make programming more accessible.
- Research and share resources for families and students, including enrichment opportunities, scholarships, and other programs.

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.
- Strengths-based approach to students/families and an understanding of the systematic and historical factors that can affect them preferred.



- 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 STEM (science, technology, engineering, and math) and its intersection with writing preferred.
- Experience teaching or working in urban or underserved communities 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 reference 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](#).

