



## 826 Boston Communications & Development/Event Internship

### About the Opportunity:

826 Boston seeks a creative individual with strong organizational skills to serve as the Communications & Development/Event Intern on 826 Boston's Development Team. This is an exciting opportunity to develop your communications skills (writing and editing content for 826boston.org and social media) as well as your fundraising and event experience (helping strengthen donor relationships and raising money through events and the quirky 826 Boston store). In addition, each intern will also have the opportunity to design and complete a long-term project, which they will lead with the mentorship of a supervisor. For example, a previous intern designed an Instagram photo series showcasing 826 Boston community members.

This is an opportunity to learn about the day-to-day operations of a non-profit while building job skills, advancing your résumé, and acquiring excellent references. Interns will also participate in two specialized trainings each semester that will focus 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. **This 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 partially in person. In-person programming is limited and conducted with public health guidelines in mind. All team members reporting in-person must establish that they are fully vaccinated against Covid-19. This position will have the option to work remotely or at the main center in Roxbury. Please read more about our [Program Covid safety guidelines](#).*

### 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:**

- Work with the Communications team to draft, edit, and post messages on our social media platforms.
- Write and edit content to share on our website.
- Work with the Development team to plan, track, and execute fundraiser events.
- Write, edit, and research information about donors and foundations.
- Help to oversee and update the databases that track and record contributions from funders (institutional and individual).
- Oversee a personally selected long-term intern project based on your skills and interests that will serve as a capstone for your internship experience and résumé.
- Help to oversee our online and physical storefront, which is the literal front door and first impression to the organization, as well as a source of funds for the free youth programs we offer.
- Participate and/or observe 826 Boston tutoring events to develop a deeper understanding of the work we do with students.

**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.
- Experience with social media as a tool to promote causes.
- Excellent attention to detail and the ability to check your own work.
- Ability to balance several projects at once with attention to deadlines and advance planning.



- Fearless attitude toward meeting new people, learning new software, and gaining new experiences.

**Application Instructions:** Please complete the [826 Boston Internship Application](#) and upload your résumé, cover letter, and (optional) two letters of recommendation.

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 2013, the 826 National network garnered the prestigious American Literacy Prize awarded by the Library of Congress

### **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, creating inclusive spaces, and 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](#).