



## 826 Boston College Readiness Internship

### About the Opportunity

The **College Readiness Intern** will work alongside the **In-School Programs Coordinator** to wrap up in-school programming at two of our Boston Public partner Schools prior to summer break, administer surveys to teachers we work with, analyze end-of-year program data, and prepare and facilitate Summer College Essay Boot Camp sessions that take place throughout the summer.

This is an opportunity to learn about the day-to-day operations of a non-profit **while working directly with students, making connections with educators and coworkers, building student engagement and mentoring skills, advancing your résumé, and acquiring excellent references.**

From **early-May through mid-August**, the College Readiness Intern will work their in-person hours from our tutoring center during **College Essay Boot Camp Sessions**, which take place on **Thursdays from 8:30 a.m. to 3:00 p.m.**

Applicants must be over the age of 18. The College Readiness Intern has a flexible commitment of 18–20 hours per week from May to August. The role requires candidates to be in-person at our BPS partner schools and at our tutoring center in Roxbury. Any remote tasks or projects will be assigned by the In-School Programs Coordinator and should amount to about 8 hours per week. Start and end dates will be determined with the In-School Programs Coordinator.

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.

*Candidates for this position should be prepared to work the majority of their hours in-person at one of 826 Boston's physical location(s). 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:**

- Assist supervisor with post-program data processing and End-Of-Year Presentation prep.
- Work with your supervisor to prepare for fall programming.
- Participate in individualized tutoring with students.
- Learn techniques for teaching college prep from facilitators.
- Prepare materials for College Essay Boot Camp sessions.

**Potential Special Projects:**

- Create new volunteer/service member campus-specific digital orientation materials.
- Create formal program observation and reflection materials for staff and volunteers.
- Learn and deliver a portion of a College Essay Boot Camp mini-lesson.
- Revamp College Essay Boot Camp volunteer training/orientation materials for fall.
- Finalize a partner school's anthology publication set to be published during the summer by offering support in collecting submissions, copyediting, etc.

**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.
- Interest in supporting BPS high school students in the college preparation and application process.
- 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 programmatic innovations.
- Interest in teaching or working in urban and/or underserved communities preferred.
- Spanish bilingual and biliterate proficiency preferred.

**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, 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](#).