

## After School Planning and Operations Internship

826 Boston recruits a group of enthusiastic, dedicated interns for the fall, spring, and summer semesters. Interns will work individually and collectively with each other, our staff of nine full-time employees, and a large group of volunteers.

After School Planning and Operations interns join 826 Boston's Out-of-School-Time Team, supporting staff in researching curricular content, assisting with data collection, compiling tutoring strategies, and preparing new initiatives for 826 Boston's after-school tutoring program. This is an opportunity to create programming for students of all ages, conduct creative arts curriculum research and evaluation, learn about the day-to-day operations of a small non-profit, and join the network of national 826 chapters while building job skills, advancing your resume, and acquiring excellent references. Applicants must be over the age of 18 but need not be currently enrolled in an academic program.

After School Planning and Operations interns commit to 16 hours per week of unpaid work for a minimum of three months. Named one of GOOD magazine's "30 Places We Want to Work," 826 Boston is a vibrant work environment, bustling with staff, interns, students, and volunteers.

### **About 826 Boston:**

826 Boston is a nonprofit youth writing and publishing organization that empowers traditionally underserved students ages 6-18 to find their voices, tell their stories, and gain communication skills to succeed in school and in life. 826 Boston is part of a national network of youth writing centers, founded by the award-winning author Dave Eggers. Since opening in 2007, 826 Boston has delivered its free youth writing and tutoring programs to over 16,000 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*.

826 Boston is an equal opportunity employer committed to being a multicultural organization. Candidates from diverse backgrounds are encouraged to apply. For more information, please visit <http://www.826boston.org>.

### **Our ideal candidate has:**

- 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 multi-task
- Attention to detail that is deeply rooted and includes the ability to check your own work.
- Proven track record or collaboration/teamwork.
- Leadership background that includes taking a project from beginning to end.
- Perseverance and ability to push through challenges, as evidenced in life, academics, leadership or work experience.

**What you'll do:**

- Research evaluation tools and compile information for use in program evaluation, and compile historical data on students' participation
- Research curricular materials for use in next year's after-school tutoring program
- Work with teen staff to update our online catalog and diversify our in-house library by adding new texts from our stock of book donations
- Assist with preparations for a book release party to honor students' writing
- Assist in the coordination of end-of-year surveys, and compile qualitative and quantitative information to share with 826 National
- Assist with the reprinting of students' past books, as well as research for the 2017-18 publishing projects (as needed)
- Assist with family outreach

**Estimated start date is in June**

**Application Instructions:** Please send a résumé, cover letter and two references to "volunteer@826boston.org" with the subject line "After School Planning and Operations Internship." References can submit their recommendation using our online recommendation form at <http://www.826boston.org/get-involved/join-our-team>. Applications will be reviewed by 826 Boston on a rolling basis. If you have any questions, please contact our volunteer department at [volunteer@826boston.org](mailto:volunteer@826boston.org).