



826DC Educational Programming and Outreach Internship Description

Position Title: Programming & Outreach Intern **Incumbent:** Vacant
Employment Type: Full Time Intern (32 hours/week) **Reports To:** Programs Director
Department: Programs **Updated:** February 2017

Educational Programming and Outreach Interns support all aspects of onsite and off-site programs, constituent and volunteer outreach, and resource and curriculum development, including writing-based STEM integration. Interns support students between ages 6-18 in finding their individual voice and self-narratives using writing as the instrument. Persons hired for this position may work one-on-one in a mentorship capacity, in small groups, or through large group instruction when working with students, depending on programming needs at the time of the internship. Persons hired will also be expected to execute direct outreach within diverse communities and DC neighborhoods.

Responsibilities

- Support the Programs Department in the execution of all 826DC summer on-site and off-site programming.
 - Possible program specific duties include, but are not limited to: supporting lesson planning and implementation, supporting workshop design and execution, student data tracking, enthusiastic storytelling, chapbook production, copyediting, and supporting volunteering and store operations.
- Adhere to 826DC's approach to working with and supporting students of all ages through positive youth development and experiential learning; support students who participate in 826DC programming with positive reinforcement, positive engagement and redirection, and a sense of humor.
- Support and/or create on-site and off-site writing workshops that develop student writing skills, including students with learning differences, English Language Learners, students with disabilities, and students from diverse backgrounds.
- Participate in required local travel to programming locations, including travel by Metro (train/bus), personal vehicle, and/or walking distances of up to 1 mile.
- Support the research and development of programming lesson plans and curriculum.
- Support the copyediting, proofreading, and production process for chapbook and in-school publishing projects, as needed.
- Support in the research and development of programming and project sustainability and resource documents.
- Support execution of 826DC's strategic planning and programmatic growth goals.
- Support 826DC's volunteer operations through direct outreach and support of volunteer management systems, including our volunteer database, Salesforce.
- Support 826DC's program design through accurate collection and input of student involvement data.



- Support 826DC external events and initiatives, as appropriate; attend, as you are able, 826DC events and volunteer socials.
- Write appropriate and relevant content for 826DC's blog and website, as requested.
- Work a regular weekly shift in the 826DC storefront, and use shift to inform visitors about 826DC and its programs.
- Under direction of the Programs Director and On-Site Programs Manager, reach out to families, schools, teachers, and community organizations about our programming via direct outreach, phone, and email.
- Respond to and complete in a timely manner all emails and assigned projects/tasks.

Expectations:

- Interns are expected to be able to work independently to meet deadlines while also maintaining flexibility and adaptability to changing circumstances and situations.
- Interns are expected to take direction from others and offer her/his/their own ideas and recommendations.
- Interns are expected to ask for help, support, and resources when s/he/they need these, and to speak up early when s/he/they are not able to meet a deadline or complete a task or project.
- 826DC expects interns to contribute her/his/their own brand of humor and originality to 826DC's volunteer spirit and to help create a positive working experience with 826DC.
- **Note for Summer 2017 interns: Due to programming needs, Interns must be available to work the full summer, which includes programming dates July 10 through July 21. Time off will only be granted between June 19 through June 30, when 826DC's offices are closed for the summer. No exceptions.**
- Summer 2017 interns will be expected to work on select Saturdays. Otherwise, scheduling will occur Monday – Friday, not to exceed 8 hours per day.

Qualifications:

- Interest in writing, the arts, education, nonprofits, youth development, or arts education.
- Strong written and verbal communication skills.
- Experience working with children in either a formal or informal setting (teaching, summer camp, workshops, tutoring, mentoring, babysitting).
- Though not required, Spanish language skills are a HUGE plus.

Compensation

This internship does not receive a stipend from 826DC. We strongly encourage all interns to research and apply for funding through their university or community as many programs offer grants for unpaid internships at a nonprofit.

Interns of all ages and backgrounds are encouraged to apply. 826DC is an affirmative action/equal opportunity employer, and strongly encourages persons of color, females, LGPTQIA persons, and persons with disabilities to apply for this position.