



826DC Educational Programming Summer Internship Description

Position Title: Educational Programming Intern

Employment Type: Part-Time Intern

Reports To: Programs Staff

Summer Internship Dates: May 13, 2019 through July 26, 2019

Application Deadline: April 30, 2019

Summer Educational Programming Interns support all aspects of onsite and off-site programs 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. During the first four weeks of the internship, interns will help 826DC staff in completing our academic year programming. The last six weeks of the internship will be spent planning and implementing 826DC on-site and off-site summer programming with staff. Your time will be focused on either on-site programs or off-site programs, but there may be an opportunity for crossover.

Responsibilities

- Support the Programs Department in the execution of all 826DC 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.
 - 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.
- 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.
- 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 in the research and development of programming and project sustainability and resource documents.
- Support 826DC external events and initiatives, as appropriate.



- 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 staff, 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 work an average of 15-20 hours per week. 826DC has 2 positions available for interns to work 32 hours per week.
- Interns are required to be available from July 15 - 26, 2019 for 826DC's summer programming. Interns will not be able to take time off during summer programming.
- 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.

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

826DC recognizes that the costs associated with an unpaid internship can be high. To help mitigate these expenses, and in an attempt to create opportunities for individuals from more diverse backgrounds (in particular, individuals of limited financial means), 826DC has instituted a travel stipend for the internship program.

Application

Please send resume, cover letter, and two references to hr@826dc.org.

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, LGBTQIA persons, and persons with disabilities to apply for this position.