



826DC Educational Programming Summer 2020 Internship Description

Position Title: Educational Programming Intern

Employment Type: Part-Time Intern (estimated 12 - 20 hours/week)

Reports To: In-Schools Programs Manager, Community Programs Manager and/or Publications Programs Manager

Summer Internship Dates: June 1, 2020 through August 7, 2020

Application Deadline: May 1, 2020

The Summer Educational Programming Interns play an important role in supporting all aspects of 826DC's 2-week summer youth programs and in providing support for 826DC programs managers in planning for the upcoming school year.

Persons hired for this position will participate in 826DC's summer programming through community and volunteer outreach, and resource and curriculum development, including writing-based STEM integration, and working with students between ages 6-18 in building creative and expository writing skills. Summer Educational Programming Interns may work one-on-one in a mentorship capacity, in small groups, or through large group instruction when working with students. Persons hired will also be expected to execute direct outreach within diverse communities and DC neighborhoods. Interns will also be expected to support relevant planning activities for the upcoming school year including research, outreach, curriculum development and administrative duties as assigned.

Responsibilities

- Support the Programs Department in executing 826DC's on- off-site programming.
- 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.
- 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 research and development of programs, project sustainability and resources.
- Support execution of 826DC's strategic planning and programmatic growth goals.
- Support 826DC's volunteer operations through outreach and data management
- Support 826DC's program design through accurate collection and input of student involvement data.
- 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.
- Other duties, as assigned

Expectations:

- Work independently to meet deadlines while also maintaining flexibility and adaptability to changing circumstances and situations.
- 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.
- Lead program activities and lessons, when appropriate.
- Take direction from others and offer their own ideas and recommendations.
- Ask for help, support, and resources when needed, and to speak up when they are not able to meet a deadline or complete a task or project.
- Bring your unique personality to programming and our workspace.
- Able to work with a diverse group of people and students.

Qualifications:

- Interest in writing, the arts, education, nonprofits, youth development, etc.
- Strong written and verbal communication skills.
- Experience working with young people, either in a formal or informal setting (teaching, summer camp, workshops, tutoring, mentoring, babysitting).
- Though not required, Spanish or other 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. Some interns will be required to travel off-site for programming. In the event that interns must travel, 826DC will cover the cost of travel from the 826DC office to programming.

Application

Please send resume and cover letter to hr@826dc.org. In your cover letter, please discuss why you want to work with 826DC, and what about your past experiences makes you a good fit for this position. 826DC will contact you if selected for an interview.

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.