



826DC Educational Programming Summer 2021 Internship Description

Position Title: Educational Programming Intern

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

Number of Positions: 1

Reports To: Programs Team Members

Summer Internship Dates: June 1, 2021 through August 7, 2021 (flexible)

Application Deadline: May 17, 2021

The Summer Educational Programming Intern will play an important supporting 826DC programs managers in planning for the upcoming school year. This role will work closely with all members of the programs team to build out systems to help 826DC execute our newly approved strategic plan.

Persons hired for this position will support various administrative and planning tasks across the programs team. This work may include: organizing and archiving learning plans; researching best practices in volunteer management and supporting the creation of lesson plans for the academic year ahead. Interns will also be expected to support other relevant planning activities for the upcoming school year including research, outreach, curriculum development and administrative duties as assigned.

Responsibilities

- 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 the research and development of programming, project sustainability and resource documents.
- 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.
- Under direction of the staff, reach out to families, schools, teachers, and community organizations about our programming via direct outreach, phone, and email.

Expectations:

- Work independently to meet deadlines while also maintaining flexibility and adaptability to changing circumstances and situations.
- 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 receives a stipend at the end of the semester based on average weekly hours.

Up to 8 hours/week: \$300

Between 9 and 19 hours/week: \$500

Between 20 and 30 hours/week: \$750

In addition, 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.

Application

Please send resume and cover letter to tiffany@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.