



826DC Nonprofit Operations Internship

Position Title: Operations Intern

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

Number of Positions: 1

Reports To: Director of Education

Summer Internship Dates: June 13, 2022 through August 12th (dates flexible)

Application Deadline: Applicants will be interviewed on a rolling basis prior to the preferred start date

Location: Remote with opportunity to be in the office if intern chooses

The Summer Operations Intern will play an important role supporting 826DC programs and operations in planning for the upcoming school year and working to ensure general operational functions across the organization. This role will work closely with all members of the organization to build out systems to help 826DC execute our strategic plan.

Persons hired for this position will support various administrative and planning tasks across the organization This work may include: organizing and archiving learning plans; drafting and researching lesson plans for the academic year ahead; working to draft 826DC's external communications and outreach efforts through social media and public relations; supporting fundraising activities such as grant research and database management. Interns will also be expected to support other relevant planning activities for the upcoming year including research, outreach, curriculum development and administrative duties as assigned. This is an excellent opportunity to gain a breadth of experience in nonprofit administration.

Development and Communications Responsibilities

- Work closely with the Senior Manager of Communications and Development to maintain and monitor 826DC's social media and website
- Support with social media analytics gathering and analysis
- Photograph programming as-needed
- Assist with planning upcoming fundraising events, as-needed
- Help maintain files and database records for current corporate, foundation, and individual donors
- Process donations and prepare acknowledgment letters and other related correspondence
- Other duties, as assigned

Program Responsibilities



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- Support the research and development of programming lesson plans and curriculum.
 - 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.
 - 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.

General Administration Responsibilities

- Support the reporting practices of 826DC's strategic plan as appropriate.
- Support the development, collation, and distribution of board-related materials as appropriate.

Expectations

- Be able to work independently to meet deadlines while also maintaining flexibility and adaptability
- Take direction from others and be willing to learn, but know that you are also welcome to offer your own ideas and recommendations
- Ask for help, support, and resources when you need them and speak up early when you encounter or anticipate an issue
- Be comfortable working with and writing about diverse groups of people
- Follow [826DC's COVID-19 safety guidelines](#) so that we can keep 826DC a place in which everyone can safely work, learn, and grow

Qualifications

- =Proficiency in Google Suite and Adobe Suite
- Proficiency general spreadsheet and/or database work
- Excellent verbal and written communication skills, with an eye for details
- Experience or strong interest in nonprofit and/or education work
- Proven ability to organize and prioritize work with minimal supervision
- Aligned with DC government's guidance, 826DC requires proof of COVID-19 vaccination for all interns, including the person hired for this role
- Spanish language skills are not required, but a definite plus



Compensation

All interns will receive a one-time flat stipend paid at the end of their internship. The stipend is based on average weekly hours worked and the payscale is below:

Up to average of 8 hours/week: \$300

Between 9 and 19 average hours/week : \$500

Between 20 and 30 hours/week : \$750

Application

Please send resume and cover letter to hr@826dc.org with the subject line “826DC Operations Intern”

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.