



826DC Educational Programming Internship

Reports To: Programs Department

Employment Type: Part-Time Intern (minimum 8 hours/week), Hybrid

Fall Semester Dates: September 19, 2022 - December 16, 2022 (Flexible)

Number of Positions: 4 or 5

Application Deadline: Applicants will be interviewed on a rolling basis until 4 PM on Friday, September 9, 2022

Educational Programming Interns support all aspects of on- and off-site programs, community and volunteer outreach, and resource and curriculum development. Interns support students between ages 6-18 in building creative and expository writing skills. 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.

Educational Programming Interns will work under one of 826DC's Programs Managers to directly support their programs, based on interest and availability. To work with a specific program, interns must have a schedule that aligns with that program.

Responsibilities

- Support the Programs Department in executing 826DC's on and 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 the copyediting, proofreading, and production process for chapbook and in-school publishing projects, as needed
- Support 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
- Respond to and complete in a timely manner all emails and assigned projects/tasks

Expectations

- Work independently to meet deadlines while also maintaining flexibility and adaptability to changing circumstances and situations
- 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 speak up when deadlines may not be met
- 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
- Aligned with DC City Government guidance, 826DC requires proof of vaccination for all interns, staff and volunteers



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: \$400

Between 9 and 19 average hours/week : \$600

Between 20 and 30 hours/week : \$800

If you are applying through an off-campus Federal Work Study partnership with American University, Howard University, or Montgomery College, you will be paid at the rate aligned with your university policy.

Application

Please send your resume and cover letter to hr@826dc.org with the subject line: **Fall 2022 Educational Programming Internship**. 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. Applicants will be interviewed on a rolling basis until **4 PM on Friday, September 9, 2022**. No phone calls, please.

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.