



**Position: 826 National Programs Intern**

**Location: San Francisco, California**

**Compensation: Unpaid**

**Organizational overview:**

826 National is a nonprofit organization that provides strategic leadership, administration, and other resources to ensure the success of its network of seven writing and tutoring centers across the country. 826 centers offer a variety of inventive programs that provide under-resourced students, ages 6-18, with opportunities to explore their creativity and improve their writing skills. We also aim to help teachers get their classes excited about writing. Our mission is based on the understanding that great leaps in learning can happen with one-on-one attention, and that strong writing skills are fundamental to future success. Last year our tutoring centers — located in Ann Arbor/Detroit/Ypsilanti, Boston, Chicago, Los Angeles, New York, San Francisco, and Washington, DC — served more than 32,000 students.

**Position overview:**

826 National relies heavily on a strong core of community volunteers in order to run its free programming. This position is an excellent opportunity for those interested in learning about how a national organization works to support the growth of its volunteer base, promote the development of its staff and programs, and works with young organizations that are in the process of adopting our model in their own communities. The Programs Intern supports the Director of Field Operations, our seven chapters, and other organizations across the country that run our programming.

**Projects and responsibilities include (but are not limited to):**

- Supporting network-wide initiatives with nonprofit or publishing partners (eg. volunteer spotlights and chapter events for GOOD magazine)
- Developing a database of educational conferences and outreach opportunities
- Compiling and curating programmatic resources such as scholarship and arts-based opportunities for students
- Supporting the continued build-out of a professional development directory
- Supporting with research for 826 National Chapter growth
- Assisting with the development and editing of the 826 National book projects

- Support the production of the 826 National Staff Development Conference
- Support the rollout of specialized programs, campaigns, and partnerships

**Candidate must:**

- Have excellent written and oral communication skills
- Have excellent copyediting skills
- Have excellent organizational skills
- Have an interest in education and passion for the 826 mission
- Have a personal laptop to use in the office
- Be able to commit to 15-20 hours per week for a minimum of 16 weeks (flexible)

**As an 826 National intern you will receive the following perks:**

- Opportunities to participate in 826 Valencia and 826 National events
- A 15% percent discount at 826 Valencia's Pirate Supply Store
- A 30% discount in the 826 National online store
- The opportunity to impact a growing national nonprofit

**TO APPLY:** Please send a cover letter and your resume to [daniel\[at\]826national\[dot\]org](mailto:daniel@826national.org).  
No phone calls or drop-ins, please.