



Position: 826 National Research and Evaluation Intern

Location: San Francisco, CA

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. 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 over 32,000 students.

826 National is seeking applicants for an internship position that will work directly on projects with the organization's Director of Research and Evaluation. The 826 National office is located in San Francisco, CA, and it is preferred that applicants can spend at least 20 hours per week in the office for at least four months.

Projects and responsibilities to include:

- Collecting and entering survey data
- Researching, reading, and summarizing external studies and reports relating to 826 National's work and education reform
- Assisting in creating and editing summaries (written and for oral presentation) of 826's data/findings
- Scoring of student writing assessments
- Evaluating program design and assisting in development of evaluation metrics
- Assisting with the editing of 826 National research reports, publications, and book projects
- Assisting with office administrative duties, (e.g., data entry, filing)
- Writing content for the website and monthly newsletters

Candidates must:

- Possess strong interpersonal and communication skills
- Possess strong summarization and writing skills

- Have the ability to work independently
- Have excellent attention to detail
- Proficiency with Microsoft Excel (experience with SPSS a plus)
- Have experience, coursework, or great interest in research and evaluation, particularly in education reform.
- Confidentiality and discretion on all projects
- 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% 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, a writing sample, and your resume to [daniel\[at\]826national\[dot\]org](mailto:daniel@826national.org). No phone calls or drop-ins, please.