



**Position: 826 National General Intern**

**Location: San Francisco, California**

**Compensation: Unpaid**

**Organizational overview:**

826 National amplifies the impact of both our national network of youth writing and publishing centers and the voices of our young authors. We serve as an international proof point for writing as a tool for young people to ignite and channel their creativity, explore identity, advocate for themselves and their community, and achieve academic and professional success. Currently, 826 is in 8 domestic cities and has over 50 826-inspired affiliates across the globe.

We provide strategic leadership, administration, and other resources to ensure the success of our network of eight 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, Boston, Chicago, Los Angeles, New Orleans, New York, San Francisco, and Washington, DC— served over 32,000 students, held 384 writing workshops, published 1,007 student publications, and worked with over 4,700 active volunteers.

**Position overview:**

826 National is seeking bright and innovative candidates for the 826 National General Internship. This position is a great opportunity for someone who is interested in getting a survey of all areas of nonprofit work including: event planning, business administration, marketing and development, social media, editing and publishing, education research and evaluation, and much more. Interns must be able to work out of the 826 National office located in San Francisco, CA, and report directly to our Operations Manager.

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

- Assisting with 826 National events including 101 Seminars, online campaigns, National board meeting, staff retreats etc.
- Assisting in the operations of the National Office, including projects and tasks for the CEO and Operations Manager (i.e. creating Internship Program

- resources, assisting in fundraising research, drafting expense reports, researching and creating operational manuals, building out new systems)
- Working across departments to provide support as needed, which may include the following
    - Communications - creating copy or graphics for social media, website, and newsletters, researching content
    - 826 Digital - editing lessons and other content, selecting student writing
    - Development - copy editing and research, creating campaign collateral and donor appreciation
    - Programs - supporting resources for 826 programs and volunteer teams across the 826 network
  - Assisting with office administrative duties, i.e. data entry, filing, etc.
  - Assisting with the editing of 826 National publications and book projects (when applicable)

**Candidate must:**

- Have excellent written and oral communication skills
- Possess a genuine interest in the inner workings of a national nonprofit
- Be well organized with the ability to prioritize time sensitive projects
- Feel a true passion for the 826 mission, desire to learn, and a willingness for good, hard work
- Have a personal laptop to use in the office
- Experience with copyediting and proofreading are a plus, but not required
- Experience working with InDesign or Photoshop are also a plus, but not required
- Experience with event planning is also a plus
- Be able to commit to 15 hours per week for a minimum of 16 weeks (flexible—Summer Internships are generally shorter).

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

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

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