



**Position: 826 National Digital Intern**

**Location: San Francisco, CA**

**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 eight 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 applicants for an internship position who will work directly on projects with the organization's 826 Digital Manager. This position is an excellent opportunity for those interested in developing digital content for a growing platform and gaining Wordpress skills. The 826 National office is located in San Francisco, CA. Depending on the season, internships last between 12 and 16 weeks, and it is preferred that interns are able to commit to spending 15 to 20 hours a week in the office.

**Projects and responsibilities vary semester to semester but may include:**

- Editing and supporting the development of 826 Digital curriculum and related resources
- Selecting, editing, and uploading student writing for digital publication
- Writing and generating content for the 826 Digital Newsletter, social accounts, and other communications

- Building a database of educational and EdTech conferences and outreach opportunities
- Analyzing Google Analytics and Wordpress data and statistics for grants and other reporting
- Assisting with office administrative duties, (e.g., data entry, filing)

**Candidates must:**

- Possess strong interpersonal and communication skills
- Possess strong summarizing and writing skills
- Have the ability to work independently and take initiative when necessary
- Have excellent attention to detail
- Have experience, coursework, or great passion in education, particularly in literacy and writing instruction
- Have a personal laptop to use in the office
- Be able to commit 15-20 hours per week for 12-16 weeks (depending on the season; flexible)

**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 & King Carl's Emporium
- A 30% discount on 826 National merchandise

**TO APPLY:** Please send a cover letter, a writing sample, and your resume to Anna Griffin, 826 Digital Manager at [digital@826national.org](mailto:digital@826national.org). No phone calls or drop-ins, please.