



Position: 826 National Research and Evaluation 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 that will work directly on projects with the organization's Director of Research and Evaluation. This position is an excellent opportunity for those interested in learning how a national organization performs program evaluation and design, develops evaluation metrics, and uses findings to understand organizational impact and generate additional support. 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:

- Assisting in creating and editing summaries of survey data
- Researching, reading, and summarizing external studies and reports relating to 826 National's work and education reform

- Developing/updating evaluation metrics as needed
- Pulling external data and statistics (e.g., Free/Reduced Lunch numbers) for grants and other reporting
- Editing and supporting the development of 826 National research reports and instructional evaluation guides
- Writing and generating content for the Research & Evaluation Newsletter and grant reports
- 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
- Have excellent attention to detail
- Have experience with Excel (experience with SPSS or similar 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 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 information@826national.org. No phone calls or drop-ins, please.