



PROGRAMMING INTERNSHIP

DESCRIPTION

826CHI is looking for a semester-long intern to support all areas of programming. The ideal programming intern is someone with a strong interest in working with youth of all ages, and is seeking experience in creative writing education within the non-profit setting.

826CHI is a nonprofit writing and tutoring center dedicated to helping youth, ages six to 18, improve their creative and expository writing skills, and to helping teachers inspire their students to write. Our programs are structured around the belief that great leaps in learning can happen with one-on-one attention and that strong writing skills are fundamental to future success.

DUTIES/RESPONSIBILITIES

- Provide general administrative support to programming staff.
- Assist with on- and off-site programming, including Field Trips, Workshops, and After-School Tutoring, In-Schools and Community Partnerships.
- Provide support to teachers during programming, as well as individual attention/mentoring to students as they write.
- Assist in the coordination and execution of publishing projects, such as anthologies and chapbooks.
- Collect and processes evaluative program data.
- Support other related projects of 826CHI on an as-needed basis.

IDEAL QUALITIES

- Outgoing individual who has experience working with diverse cultures
- Pleasure in working with a variety of people of all ages
- Passion for the betterment of youth
- Love of writing and/or teaching
- Strong verbal and written communication skills
- Responsible self-starter, task- and detailed-oriented
- Must be familiar with basic office programs (Mac Platform) and data entry
- Exceptional, organizational skills
- Has patience, stamina and flexibility to work in a busy, active environment with constant interruption
- Previous experience as an administrative assistant a plus
- Spanish fluency a plus

TO APPLY

Please email your resume and a letter of interest expressing your desire to apply for this internship to:

Kendra Curry, Program and Volunteer Coordinator, Kendra@826chi.org

This position is unpaid or for college credit only. Applicants seeking college credit are responsible for submitting necessary information fulfillment requirements to 826CHI.