



Position: Programming Intern

Reports to: Director of Programs

Availability & Time Commitment:

Summer: July and August—20 plus hours a week as available

Academic year: One or more semesters; 10 hours minimum per week

**We're flexible and willing to work around an existing commitment.*

826 Seattle is looking for an intern to support all areas of programming. This position is unpaid or for college credit only. Applicants seeking college credit are responsible for submitting necessary information fulfillment requirements to 826 Seattle.

Description

826 Seattle 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 services are structured around our belief that great leaps in learning can happen with one-on-one attention and that strong writing skills are fundamental to future success.

The ideal programming intern is someone who relates well to youth of all ages, and is hugely intrigued by the best ways to inspire them to learn. We seek someone who receives great joy from helping others, loses track of time in this pursuit, has an appreciation for nuanced and intelligent humor, and the ability to work in a fast-paced, frenetic environment. Most important, this person deeply understands the value of dotting all those i's and crossing all those t's, and, is not intimidated in the slightest about using commas.

Duties/Responsibilities

- Works with the Programming Team to execute the core programs of 826 Seattle, which include Field Trips, Drop In Tutoring, Writing Workshops, and In-Schools Projects and publishing.
- Providing education and mentoring support in programs, including:
 - Teacher support during workshops
 - Offering tailored care to students as they prepare writing for publications
 - Provide tutoring to students
- Providing administrative assistance for all programs, including:
 - Taking attendance
 - Processing registration/consent/evaluation forms
 - Preparing teacher folders
 - Processing registrant information and making reminder calls
 - Scheduling and recruitment of volunteers
 - Data entry and database maintenance
 - Correspondence as needed
- Other related activities to support the work of 826 Seattle 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
- Above-average, bordering on 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
- Education, English, and Creative Writing or related majors preferred
- Bi- or Multilingual a plus

To Apply

Please email a resume and letter of interest to yoko@826seattle.org expressing your desire to apply for our internship and a few words about what you are studying. You may also send these to us at:

Yoko Ott
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