

# 826michigan INTERNSHIP PROGRAM

Updated August 2016

## INTERNSHIPS

Detroit After-school Tutoring  
Development & Marketing  
Editorial  
Field trips  
In-school  
Retail Store  
Summer Programs  
Liberty Street Tutoring  
Workshops  
Volunteer & Outreach  
Washington Street Tutoring  
Ypsilanti Creative Writing

All internships are unpaid and require twelve hours per week.

Programming internships are four-to-five months long during the school year (with the option to renew for up to nine months) and two-to-three months during the summer. Non-programming internships (Development & Marketing, Retail Store, and Volunteer & Outreach) are six to twelve months long.

## **ALL interns should have and/or be:**

Strong verbal and written communication skills  
Passion for the betterment of youth  
Friendly, cooperative, and vibrant personality  
Responsible self-starter, task- and detailed-oriented  
Exceptional organizational skills  
Patience, stamina, and flexibility to work in a busy, active environment with constant interruption  
Familiar with basic office programs (Mac Platform), data entry, and Google apps  
Pleasure in working with a variety of people of all ages  
A professional attitude and a sense of humor  
Highly motivated and able to complete tasks with little guidance  
A love of reading and writing  
One stellar joke and one amazing dance move in his or her repertoire

*Internship descriptions are below. In your cover letter, please include any internships that interest you. Also indicate why you're interested in interning at 826michigan, when you hope to start, and something about yourself we couldn't learn from your résumé. Please format your résumé as a PDF and name the file your name (please do not name the PDF "resume").*

**Detroit After-school TUTORING Internship**  
**Weekday late afternoon/early evenings, flexible office hours**

826michigan is looking for a semester-long intern to serve as a coordinator of our on-site after-school tutoring program at Eastern Market. The ideal candidate is someone with a strong interest in education and working with youth of all ages as well as classroom management experience. This internship will provide extensive hands-on experience working with students aged 8-18 and coordinating adult volunteers. By the end of the internship, this intern will have gained skills in educational programming and navigating a professional setting, as well as insight into non-profit work environments.

*Duties/Responsibilities*

- Assist in overseeing the tutoring program four days a week
- Serve as liaison between volunteers and students, and between parents, volunteers, and staff
- Track all student and volunteer attendance and coordinate volunteer participation over email
- Welcome and serve as a resource for volunteer tutors with help from Program Manager
- Participate in weekly planning meetings and compose a regular tutoring email newsletter for tutors with Program Manager
- Work with 826michigan staff to design creative writing prompts and provide tutors with ideas to help students express themselves through writing exercises
- Coordinate project opportunities for students to have their work published and performed
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*Ideal Qualities*

- Outgoing individual who has experience working with diverse cultures
- Love of writing and/or teaching
- Interest in the field of public education, teaching, and or education policy
- Enthusiastic, willing to cultivate an environment to motivate students to engage in meaningful projects

**DEVELOPMENT & MARKETING Internship**  
**6 to 12 months**  
**Flexible availability**

826michigan is currently seeking someone to serve as development and marketing intern. The ideal candidate is someone with a strong interest in telling the story of 826michigan in an effort to increase exposure to funders and is seeking experience in creative writing education within the non-profit setting. This intern works with the Development Director, at least part-time in Detroit, on all aspects of fundraising projects big and small. By the end of the internship, this intern will have gained skills in both development and navigating a professional setting, as well as insight into non-profit work environments.

*Duties/Responsibilities*

- Provide general administrative support to Development staff
- Assist with grant proposal writing and grant reporting
- Provide support for special events, annual campaigns, giving appeals
- Help manage donor relations and individual giving
- Assist in funding research
- Draft correspondence & prepare mailings
- Research and plan new initiatives for donors
- Assist with donor data management

- Draft press releases and newsletter content
- Research media outlets
- Assist with researching and drafting social media content creation
- Assist with content creation and production for the 826michigan blog and social media channels (including, but not limited to, conducting lots of online research, drafting posts for Facebook, Twitter, and the blog, and traveling to programs and events to conduct interviews with students and other 826michigan stakeholders)
- Organize and manage digital archive of photos and press
- Research innovative ways to promote the 826 mission to wider audiences, particularly via social media channels and the press
- Support other 826michigan projects on an as-needed basis

*Ideal Qualities*

- Ability to work with details and deadlines
- Outgoing individual who has experience working with diverse cultures
- Grant writing and administrative experience a plus
- Highly self-motivated and able to work independently
- Willing to ask questions at any point of uncertainty

**EDITORIAL Internship**  
**Flexible availability**

826michigan is currently seeking someone to serve as editorial intern. The ideal candidate is someone with an interest in publishing, who is very detail-oriented and has strong initiative. This internship will provide hands-on experience with the entire process of creating books and other publications, from start to finish. Interns can expect to gain concrete, marketable skills in the fields of editing and publishing. By the end of the internship, this intern will have gained skills in both the editorial field and navigating a professional setting, as well as insight into non-profit work environments.

*Duties/Responsibilities*

- Assist with monitoring the publications calendar, including two major publications and over a dozen smaller zines and chapbooks
- Coordinate with multiple parties—program staff, interns, designers, illustrators, etc.—to help maintain adherence to timelines
- Organize publication content, including student writing, front matter, and back matter
- Type and copyedit student writing and maintain student publication consent spreadsheets
- Manage the monthly Online Writing Gallery and support the online quarterly journal, *The Circuit*
- Manage the production, printing, and delivery of Field Trip publications
- Oversee a Student Editorial Board for the Young Authors Book Project (may be dependent on project particulars)
- Recruit student submissions and help manage selection processes
- Assist with organizing publication release parties and support marketing efforts

*Ideal Qualities*

- Excellent copyediting skills
- Knowledge of web-based software
- Familiarity with the basic tenets of design
- Some experience with Adobe InDesign a plus

### **FIELD TRIPS Internship**

**Ann Arbor: Wednesdays and Fridays 9am-12:30pm, flexible office hours**

**Detroit: weekday mornings**

826michigan is currently seeking someone to serve as field trips intern. The ideal candidate is someone with a strong interest in creative writing, education, and working with youth of all ages as well as classroom management experience. This internship will provide extensive hands-on experience working with students aged 6-12 and coordinating adult volunteers. By the end of the internship, this intern will have gained skills in educational programming and navigating a professional setting, as well as insight into non-profit work environments.

#### *Duties/Responsibilities*

- Participate in two weekly morning field trips and hold regular office hours at 826michigan
- Coordinate volunteer participation over email
- Welcome and serve as a resource for volunteer field trip facilitators with help from 826michigan staff
- Participate in weekly planning meetings
- Coordinate email reminders, consent forms, and evaluations with participating teachers
- Assist with field trip publications by organizing and typing student work and printing and building publications

#### *Ideal Qualities*

- Outgoing individual who has experience working with diverse cultures
- Interest in the field of creative writing and teaching

### **IN-SCHOOL Internship**

**Ann Arbor, Ypsilanti, and Detroit: Weekday mornings and afternoons**

**\*\*In-school interns MUST have their own car (or regular, flexible access to one).\*\***

826michigan is looking for an intern to serve as an on-site coordinator for our in-school program. The ideal candidate is someone with a strong interest in working with youth of all ages and in our public education system. This internship will provide extensive hands-on experience working with K-12 students and teachers at several local public schools. In addition, interns will gain experience coordinating with volunteers and assisting with the administrative side of creating publications of student work. Interns must have significant daytime availability. By the end of the internship, this intern will have gained skills in both educational programming and navigating a professional setting, as well as insight into non-profit work environments.

#### *Duties/Responsibilities*

- Attend in-school projects—including single- and multiple-session workshops, writing clubs, and publication projects—at local schools
- Serve as on-site coordinator to other volunteers by acting as liaison between the teachers and volunteers, helping to coordinate carpools, and welcoming new volunteers
- Help with the administrative side of creating small student publications by typing student work, data entry, consent form distribution and collection, and book assembly
- Support the planning and implementation of Dr. Blotch's Family Writing Laboratory nights at local schools
- Help develop resources for students, families, and volunteers to establish more effective relationships and to provide learning opportunities for our communities

- Represent 826michigan at outreach events
- Assist with administration duties, such as regularly overseeing volunteer attendance records through online database Salesforce

#### *Ideal Qualities*

- Outgoing individual who has experience working with individuals of diverse backgrounds
- Love of writing and/or teaching
- Interest in the field of public education, teaching, and or education policy

### **RETAIL STORE Internship**

**Flexible availability**

826michigan is looking for an intern for our storefront and gateway to the community, the Liberty Street Robot Supply & Repair. The ideal candidate has retail and design experience, is highly motivated, and is able to work independently. This intern is responsible for maintaining inventory, creating displays, stocking shelves, running reports, creating new products and signage, and more. By the end of the internship, this intern will have gained skills in retail and navigating a professional setting, as well as insight into non-profit work environments.

#### *Duties/Responsibilities*

- Work with staff to keep all shifts filled
- Train new clerks, keep all training materials updated
- Work with staff to develop new products and product lines
- Aid in the creation of new window displays and interactive elements to the store
- Unpack shipments, enter inventory into computer system, restock shelves

#### *Ideal Qualities*

- Extremely outgoing individual who has experience working with diverse cultures
- Love of robots
- Competence in working with spreadsheets

### **SUMMER PROGRAMS Internship**

**Flexible availability dependent on programs**

826michigan is looking for interns to support all areas of our summer programming schedule. The ideal candidate is someone with a strong interest in working with youth of all ages, who is seeking experience in creative writing education within the non-profit setting. This internship runs from the middle of June to the end of August. By the end of the internship, this intern will have gained skills in both educational programming and navigating a professional setting, as well as insight into non-profit work environments.

#### *Duties/Responsibilities*

- Provide general administrative support to programming staff
- Work with your fellow interns to plan and implement writing workshops both at 826michigan and at off-site partner locations, such as community centers and libraries
- Tutor elementary and middle school students at area summer schools
- Assist in the coordination and execution of publishing projects, such as anthologies and chapbooks
- Collect and processes evaluative program data

- Participate in special events, festivals, and other outreach initiatives
- Support other related projects of 826michigan on an as-needed basis

*Ideal Qualities*

- Love of writing and/or teaching
- Outgoing individual who has experience working with diverse cultures

**Liberty Street TUTORING Internship**  
**Mondays-Thursdays 2:30-6pm, flexible office hours**

826michigan is looking for an intern to support our on-site after-school tutoring program. The ideal candidate is someone with a strong interest in education and working with youth of all ages as well as comfort with classroom leadership. This internship will provide extensive hands-on experience working with students aged 8-18 and coordinating and supporting adult volunteers. By the end of the internship, this intern will have gained skills in educational programming and navigating a professional setting, as well as insight into non-profit work environments.

*Duties/Responsibilities*

- Support tutoring program four days a week (Monday-Thursday, 3:30-5:30pm)
- Welcome volunteers and students, and parents to the program
- Assist in tracking program statistics like student and volunteer attendance
- Participate in weekly planning meetings and compose a regular tutoring email newsletter for tutors with program staff
- Work with 826michigan staff to design creative writing prompts and provide tutors with ideas to help students express themselves through writing exercises
- Coordinate project opportunities for students to have their work published and performed

*Ideal Qualities*

- Outgoing individual who has experience working with diverse cultures
- Interest in the field of public education, teaching, and or education policy
- Enthusiastic, willing to cultivate an environment to motivate students to engage in meaningful projects

**VOLUNTEER & OUTREACH Internship**  
**Flexible availability**

826michigan is looking for an intern to support the Program & Volunteer Manager. The ideal volunteer and outreach intern is someone with a strong interest in being a liaison for 826michigan in the southeastern Michigan community, as well as helping orchestrate a team of hundreds of active volunteers and welcoming new members to the organization. By the end of the internship, this intern will have gained skills in volunteer recruitment and retention and navigating a professional setting, as well as insight into non-profit work environments.

*Duties/Responsibilities*

- Provide general administrative support to volunteer and outreach staff
- Help manage volunteer training, communication, appreciation, and staffing
- Assist in the management and organization of outreach, engagement and volunteer data
- Assist with special events both at 826michigan and in the community

- Work with volunteer 826 staff and volunteers to plan, develop, and implement events, social activities, and appreciation parties for our volunteers
- Help manage volunteer committees, organization, and communications as related to events
- Help manage outreach activities through the preparation of volunteer recruitment materials, support the development of new volunteer recruitment methods
- Serve as an ambassador to 826michigan at outreach events across southeastern Michigan

*Ideal Qualities*

Outgoing individual who has experience working with diverse cultures

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**WORKSHOPS Internship**  
**Friday and Saturday afternoons, flexible office hours**

826michigan is looking for an intern to serve as the coordinator of our on-site creative writing workshops program. The ideal candidate is someone with a strong interest in creative writing and working with youth of all ages as well as classroom management experience. This internship will provide extensive hands-on experience working with students aged 6-18 and coordinating and training adult volunteers. By the end of the internship, this intern will have gained skills in both educational programming and navigating a professional setting, as well as insight into non-profit work environments.

*Duties/Responsibilities*

- Oversee workshops program on Saturday afternoons and hold office hours for registration management (2-3 hours per week)
- Support the workshops program as well as serve as a liaison between volunteers and students, and between parents, volunteers, and staff
- Track all student and volunteer registrations and coordinate volunteer participation over email and through our online registration system
- Welcome and serve as a resource for volunteer workshop facilitators
- Participate in weekly planning meetings with supervising staffer
- Help with the creation of *The Circuit*, our online student journal, each semester by organizing and typing student work, data entry, and consent form distribution and collection

*Ideal Qualities*

- Outgoing individual who has experience working with diverse cultures
- Love of writing and/or teaching
- Interest in the field of creative writing and teaching

**Washington Street TUTORING Internship**  
**Mondays through Thursdays 5-8pm**

826michigan is currently seeking a Washington Street tutoring intern. This position assists with our evening tutoring program at bezy's cafe in Ypsilanti. By the end of the internship, the WST intern will have gained experience in youth program management, essential leadership skills, and insight into non-profit work environments.

*Duties/Responsibilities*

- Work with 826michigan staff to track student and volunteer attendance
- Collaborate with the creative writing intern to develop prompts and activities and assist in creative

writing workshops

- Assist in tutor orientations
- Coordinate tutor appreciation events

*Ideal Qualities*

- Enthusiasm, willing to cultivate an environment to motivate students to engage in meaningful projects

**Ypsilanti CREATIVE WRITING Internship**

**Mondays, Tuesdays, Wednesdays from 4-8pm, flexible office hours**

826michigan is currently seeking a creative writing intern for our Ypsilanti programs. This position assists with our evening tutoring program at beezy's cafe and our Drop-in Writing program at the Ypsilanti District Libraries. By the end of the internship, the Ypsilanti creative writing intern will have gained skills in designing and implementing age-appropriate creative writing activities, insight into encouraging students to write their experiences, and working knowledge of youth development and enrichment.

*Duties/Responsibilities*

- Work with 826michigan staff to design creative writing prompts
- Provide tutors with ideas to help students express themselves through writing exercises
- Co-lead creative writing workshops
- Coordinate project opportunities for students to have their work published and performed

*Ideal Qualities*

- Enthusiastic, willing to cultivate an environment to motivate students to engage in meaningful projects
- Knowledge of the elements of creative writing