



1720 St. Bernard Ave. New Orleans, LA 70116

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www.826neworleans.org

*Program Intern-Summer
Job Announcement*

POSITION SUMMARY

826 New Orleans (formerly Big Class) is a nonprofit organization dedicated to cultivating and supporting the voices of New Orleans' writers ages 6-18 through creative collaborations with schools and communities. We offer free writing programs and publishing opportunities at our Youth Writing Center in the 7th Ward and in schools across the city. Our staff and volunteers help students improve their literacy skills, become published authors, and understand the power of their voices on and off the page. Since 2010 we've served over 4,000 students and created over 100 publications of student work with the help of over 400 volunteers.

The Program Intern will support Program staff with the day to day operations of 826 New Orleans Programs ensuring they are well run and effective. This is a great opportunity for anyone interested in learning more about youth writing, youth serving nonprofits, and publication. This position is for the summer and is unpaid.

JOB RESPONSIBILITIES

- Assist with development of program materials including simple design work, writing and editing
- Organize 826 New Orleans publications
- Maintain and organize supplies for programs
- Attend 826 New Orleans functions as necessary
- Maintain school and contact database
- Conduct data entry as needed
- Assist with administrative tasks as requested

EXPERIENCE AND QUALIFICATIONS

- A passion for the mission, vision and values of 826 New Orleans;
- Respect for youth and their home and school communities;

- Ability to work with a culturally diverse population and a variety of stakeholders and audiences;
- Strong written and verbal communication skills
- Ability to self-motivate, work independently, and also work on a team
- Enthusiastic and creative problem-solving abilities;
- Proven organizational, prioritization, and project management skills;
- Experience with Salesforce a big plus;
- Experience with Google Suite is preferred
- A love of books, writing, and/or publishing.

TIME FRAME

This position is temporary and part-time, approximately 20 hours per week.

COMPENSATION

This is an unpaid internship. 826 New Orleans will assist with paperwork for course credit if available.

HOW TO APPLY

Please send the following materials to hello@826neworleans.org indicating your interest in the Program Intern position in the subject line.

- Resume
- Detailed cover letter highlighting your interest and relevant experience

Position will be open until filled.

826 New Orleans is an equal opportunity employer committed to achieving a diverse and inclusive workforce. People of color are strongly encouraged to apply. 826 New Orleans does not discriminate on the basis of race, ethnicity, age, religion, sexual orientation, political orientation, disability, veteran status, or gender identity or expression.