Fall 2019 Internship Opportunities
August 1, 2019-December 15, 2019
12/hrs per week minimum at our center here in Oakland, CA

We're looking to fill many engaging internship roles to help with our fall programs & events!

About Chapter 510

Chapter 510 is a made-in-Oakland youth writing and publishing center.

Our teaching artists and volunteers work side-by-side with educators to provide a safe space and supportive community for young people ages 6-18 to bravely write.

We believe that when young people write and get published, they transform themselves and their communities for the better.

Our vision is that every young person in Oakland learns to write with confidence and joy.
About You

You are a person who loves writing, Oakland, and empowering youth through education. You are passionate but patient, and feel comfortable interacting with large, diverse groups of people of all ages.

For all of our internship roles, you definitely have:
- Great communication skills
- Experience using Google Apps
- An interest in working with youth, writing, bookmaking, and/or education

We will love you even more if you have:
- Proficiency in a second language
- See what other “great to have” qualifications are needed for each role below!

About the Internship Program

Chapter 510 is looking for interns to help us with our fall programs, publications, communications, events, and design & retail store management. More generally, we need a sharp team of dedicated interns who want to help continue to build and run a quickly growing Oakland literary nonprofit and community space.

We have the following internships open. These can be semester-long or full-year depending upon your availability. We offer school credit, and love to work with educational institutions to make this happen.

Middle & High School Programs Intern

Help us run our fall programming at both Westlake Middle School (in our new Writers' Room), at MetWest High School (at both their Ericka Huggins and Dolores Huerta campuses), as well as with our Beauty in Difference after-school poetry workshop at Chapter 510 (in partnership with Nomadic Press).

You will get to help coordinate tutoring sessions and writing workshops, and work one-on-one with students. This is a great opportunity for those who want to go into teaching, education, or youth development.
**Great to haves:**
- Experience tutoring or teaching middle- and high-school students
- Strong writing skills
- Interest or knowledge in printmaking, bookmaking, and printing press operation
- Experience working in schools or at after-school programs
- Identify as a writer or poet, a plus!

**Elementary Programs Intern**

Help us run our fall in-school book project at Hoover Elementary, and epic day of writing at Acorn Elementary, and our after-school Chapter Book Writing workshop at Chapter 510.

You will help coordinate and TA for all our elementary programs, and work one-on-one with students. This is a great opportunity for those who want to go into teaching, education, or youth development.

**Great to haves:**
- Experience tutoring or teaching elementary school students
- Strong writing skills
- Interest or knowledge in printmaking, bookmaking, and printing press operation
- Experience working in schools or at after-school programs
- Identify as a writer or poet, a plus!

**Communications/Marketing Intern**

We need a lot of help giving shine to our students’ writing, events, fundraising efforts, and programs, and are looking for an intern to run our Facebook, Twitter, and Instagram accounts with the creativity and fervor it deserves. We also need help building and sending newsletters to our community. If you are interested in going into marketing for a good cause, this is a great start!

**Great to haves:**
- Experience with running social media platforms and calendars (Hootsuite!)
- Experience building and writing newsletters (MailChimp!)
- Strong writing skills & the ability to pick up our organizational voice
- Interest in nonprofit marketing
- A love of social media!
- Some design chops would be awesome too (basic Photoshop skills!)

**Design & Retail Intern**

If you are looking for a great way to get started using your newly acquired design skills, we’d love your help creating flyers on the fly, print materials, and new products for the Dept. of Make Believe (from concept to completion). We communicate a lot and love to do so visually and beautifully! We also need help creating an improved retail space, and would love someone to come in with fresh eyes.

**Great to haves:**
- Experience creating flyers or material for print
- A good camera and photography skills
- Experience in publishing, book design, and bookmaking
- An interest in placemaking and/or merchandising
- Graphic design experience. Comfortable using Photoshop, In Design, and/or Illustrator.
- Retail or merchandising experience
- A background or education in design or marketing

**Events Intern**

We host many events! In the fall, we will be hosting two fundraisers and four First Friday open houses and we need help conceptualizing, coordinating, setting up, running, and breaking down at each event. If you love events and are interested in learning more about event coordination and execution, this is a great opportunity.

**Great to haves:**
- Experience working or running literary events or fundraisers
- Hospitality experience (working in fast-paced, public-facing environments)

**Benefits**
This is a volunteer-based/non-paid internship. However, in addition to the free burritos, water (hot and cold!), coffee, cookies, and good cheer, we offer our interns many opportunities to grow professionally here at Chapter 510. We encourage all team members to pursue areas of interest and run with new ideas and projects. Also, as a new and emerging nonprofit, we give our interns a chance to be a meaningful part of building our organization. It's a great way to learn what it takes to start your own organization, project, or business!

We also have a high job placement rate post-internship as we are well connected with the Bay Area nonprofit sector. We love to see our interns off to fulfilling jobs and grad school programs (though we wish they would not move so far away when they do so!). Bonus: we are always happy to work with your educational institution, too, so you get credit for your work if you are in school.

**How To Apply**

If you are interested in becoming an intern for Chapter 510 & the Dept. of Make Believe this fall email tavia@chapter510.org with a résumé, and cover letter discussing relevant experience, why Chapter 510 appeals to you in particular, what you hope to get out of the internship, and when you would be available. Please put the internship you are applying to (Events, Design, etc.) in the subject header.

**Chapter 510 is an Equal Opportunity Employer**—people of color, people with disabilities, women, and LGBT candidates are strongly encouraged to apply; we are committed to a diverse workplace, and to supporting our interns, volunteers, and staff with ongoing career development opportunities.