



Editorial Intern - Fall 2016

Position Information

Employer:

Mid-Continent Oceanographic Institute

Division:

N/A

Title:

Editorial Intern - Fall 2016

Description:

The position will support the Programs Manager in the execution of all MOI publishing projects, including but not limited to: Young Authors' Book Project (YABP) and chapbook publishing.

Responsibilities will include: creating and executing at least one writing workshop with YABP students at partner school, coordinating the YABP book release party and supporting the coordination of additional publishing parties, coordinating and executing the editing, proofreading, and production process for YABP and other publishing projects, supporting MOI program design through accurate collection and input of student involvement data and program evaluation, and supporting the research and development of publishing project sustainability.

This role must also adhere to MOI's approach to working with and supporting students of all ages, including positive youth development and experiential learning; as well as support students who participate in MOI programming with positive reinforcement, positive engagement and redirection, and a sense of humor, where appropriate.

MOI is a non-profit organization dedicated to supporting under-resourced students ages 6 to 18 with their writing skills and homework, emphasizing cross-curriculum creativity. MOI is in chapter development with 826 National, the national network of tutoring and writing centers founded by award winning author, Dave Eggers. Named after the street address of its original location in San Francisco, 826 National provides writing support to students ages 6-18 throughout the country.

Location:

Location #1

Nationwide
no
City
St. Paul
State/Province
Minnesota

How To Apply

Email a cover letter and resume to Chad Kampe, Executive Director at Chad@moi-msp.org

Applications accepted via:

- Other

Important Dates

Posted On:

Aug 30, 2016

Applications Accepted Until:

Sep 30, 2016

Contact Information


Employer: Mid-Continent Oceanographic Institute
Name: Chad Kampe
Title: Executive Director
E-mail: chad@moi-msp.org
Website: <http://www.rockstarsupplyco.org>
Phone: (612)367-7827
Address: 2388 University Avenue W.
Saint Paul, MN
55114 United States

Country
United States

Position Type:

Part Time, Unpaid, Internship

Salary Level:

Unpaid 

Job Function:

Education, Teaching, Training, Foreign Language, Translator, Writing, Publishing, Journalism, Broadcast

Approximate Hours Per Week:

6-10

Qualifications:

- + Outgoing individual who has experience working with diverse communities
- + Is a positive and supportive mentor to students who participate in MOI programming
- + Strong writing skills and a passion for writing greatly appreciated
- + Familiar with office programs, data entry, and Google Apps
- + Occasional availability on nights and weekends