SUNHOUSE is open until Saturday January 3rd, 2026 for **outreach, graphic design, and events management** applications. Both brief and detailed descriptions are listed below for your convenience. All team members will work collaboratively with the Mentorship Directors Ruoyu Wang and Ivi Hua.

Applications may be submitted **here.**

OUTREACH INTERN (2-3 openings)

Outreach interns will be in charge of researching diverse and emerging voices in the literary landscape and building connections to expand our mentor cohort, identify potential guest speakers, and promote the mentorship. Outreach members will primarily work asynchronously, and previous experience is preferred, although not required. Applicants who are able to be active (roughly 2-3 hours a week) throughout January and February will be prioritized.

Required Qualifications:

- Strong written and verbal communication skills
- Familiarity with the contemporary literary landscape
- Availability to commit to outreach and research throughout January and February
    - 2-3 hours a week for 3-5 weeks
- Punctual completion of tasks
- Keen eye for detail

GRAPHIC DESIGNER (1 opening)

Graphic designers will work with the existing design team and be tasked with creating Instagram posts and promotional designs for the Mentorship across the 2026 cycle, including but not limited to mentor introduction posts, summer program opening announcements, application deadline announcements, and promotional flyers for schools and organizations to distribute. Deadlines for all required graphics will be given far in advance, and punctuality and a strong sense of design elements are critical for this role. Please note that responsibilities do *not* include website design and maintenance.

NOTE: If selected for an interview, applicants will also be asked to submit a demo graphic based on a given prompt, in addition to a traditional interview.

Required Qualifications:

- Proficiency in at least one graphic design platform (ex: Adobe Photoshop, Figma, Canva, etc.)
- Ability to create roughly 10-14 graphics across a 5-month timeline
- Strong responsiveness (24 hour turnaround time for certain posts)
- Familiarity with SUNHOUSE's branding and existing social media presence
- Creativity and keen eye for detail

EVENTS COORDINATOR (1 opening)

This role will be primarily active during the course of the SUNHOUSE Mentorship over the summer (June 20 to August 1) and host mentee cohort events such as peer workshops, readings, and open mics. A flexible summer schedule is needed, as well as proficiency and experience with managing/hosting events virtually.

Required Qualifications:

- Proficiency in Zoom, Google Calendar, events management
- Strong interpersonal skills and communication
- Availability for virtual meetings (primarily in EST working hours) throughout June and July, especially over early evenings and weekends
- Quick response time

Preferred Qualifications:

- Previous experience in attending, leading, and/or participating in peer workshops, virtual lectures, readings, and open mics.