



Programs Intern Job Description

Austin Bat Cave (ABC) is a 501(c)3 nonprofit organization that provides children and teenagers (ages 6-18) with opportunities to develop their creative and expository writing skills. We connect a diverse population of young writers and learners with a vibrant community of adult volunteers in Austin. All of our programs are free.

ABC seeks a Programs Intern for the 2026 Spring Semester. **This internship begins in January 2026 and ends in May 2026, and is flexible to the needs of the student.** Successful ABC interns find creative solutions to problems and are both intrinsically motivated and task-oriented. A large portion of the work will be remote. If you're interested in working with young writers and helping them publish their work, please apply!

This internship generally amounts to about 16 hours/week.

Responsibilities include (but are not limited to):

- Work directly with the Executive Director and Program Director to facilitate ABC's programs
- Attend ABC workshops as your class schedule allows
- Observe operation of programs
- Solicit and collect in-kind donations from local businesses
- Manage materials collected for the anthology (includes scanning, transcribing, and importing documents)
- Work with volunteers as needed to facilitate programs
- Reach out to parents/guardians when necessary
- Collect and log evaluative information
- Write program updates for the ABC blog and newsletter; occasionally conducting interviews

Requirements:

- Strong written and verbal communication skills
- Ability to work independently
- Highly organized
- Attention to detail
- Proficiency in Google programs (Gmail, Google Calendar, Google Drive)
- Knowledge of and passion for ABC's mission and programs
- Must have a reasonably flexible schedule and be able to take on tasks as they come up
- Does not need personal transportation, but it definitely helps!
- Must be able to commit 15 hours per week (Must include some present working hours at workshops and some remote hours that fit your schedule)
- Pass a background check
- Enjoy working with kids of all ages and backgrounds

Pending university approval, a student can earn academic credit for their work with ABC

TO APPLY: Please send a resume, cover letter, and brief writing sample (prompt below) to xochitl@austinbatcave.org and emily@austinbatcave.org

1. Tell us why you are interested in working with ABC. (500 words or less)