

Outreach Coordinator Intern (2 Positions Available)**Summary:**

The Brooklyn Community Pride Center is seeking a part-time, temporary intern for an eight-week placement at CMC Construction (<https://www.bmkfinishes.com/>).

Our mission is to revolutionize the construction sector in NYC by providing workforce development training with our partners working with underserved populations; previously incarcerated and homeless. While each program is developed individually; training and on-the-job experience generally works in tandem, giving trainees real world experience while attending classes. During their education, our trainees remain in our wheelhouse, ensuring they are gaining the skills necessary for success through a multi-tiered training curriculum with national certification.

Intern candidates should not contact CMC Construction directly. Contact information is below.

Scope of Duties

- Researching medical and small construction companies within NYC
- Emailing, calling and engaging with construction companies
- Attend networking meetings to meet with local business owners
- Craft email pitches to potential construction partners
- Draft flyers and blog posts

Qualifications

- Tenacity
- Excellent writing skills
- Sales and presentation oriented
- Graphic design skills helpful but not required

Characteristics

- Good Listener
- Warm and friendly
- Ability to Juggle multiple tasks
- Ability to break down a goal into manageable parts and complete those tasks daily

Compensation: This is a part-time internship for up to sixteen hours/week. \$13/hour paid through the Brooklyn Community Pride Center. MetroCards provided. No benefits are provided.

Applications: E-mail cover letter and résumé, SahLeem Butler, Youth Pride Program manager, at sbutler@lgbtbrooklyn.org. Subject: CMC Construction Outreach: 2018 Internship Position. Please specify in your cover letter how you fit with the above qualifications and characteristics.

Location: Interns will work from home AND attend meetings with local contractors, within NYC. We will meet at least a few times a week at the Brooklyn Community Pride Center to review progress and chat face to face, otherwise all progress will be monitored via daily facetime talks, phone calls, etc.

Women, people of color and transgender people are encouraged to apply. The Brooklyn Community Pride Center is an affirmative action employer.