

Small Business Support Project Assistant

Summary:

The Brooklyn Community Pride Center is seeking a part-time, temporary intern for an eight-week placement at Brooklyn A. The intern reports to the constituent services director.

Brooklyn A's mission is to advance social and economic justice by empowering communities through innovative, collaborative, neighborhood-based legal representation and advocacy. For 50 years, we have provided high-quality legal assistance to individuals, families, not-for-profit community-based organizations (CBOs), community development corporations (CDCs), and coalitions interested in developing and sustaining vibrant, healthy communities. The Small Business Support Project is our newest initiative and provides legal services to predominantly lower-income, minority, women, immigrant, and other under-resourced small business owners. It is housed in our Throop office, in Bedford-Stuyvesant, where this internship will be based.

Intern candidates should not contact the Brooklyn A's office directly. Application contact information is below.

Scope of Duties

- Support the planning, logistics, marketing, and execution of our major community-centered outreach events
- Support preparations for the Year 1 report to our funder, community partners, elected officials, and clients
- Support the RFP process for year 2, including follow-ups with applicants and requests for information
- May and June will bring to a close Year 1 of this initiative, so the intern will work on outreach events, the Year 1 programmatic and fiscal report; the review of partnerships; and RFP process for Year 2 grantees

Qualifications

- Good written and oral communication skills
- Strong communication skills, and social media fluency
- Fluency (and willingness to learn) in dealing with diverse individuals

Characteristics

- Commitment to being a professional within the scope of the workplace (in terms of being on time, being open to learning, and establishing a rapport with staff members)
- Coachability; this is an environment where questions are encouraged, missteps are fine, and assuming best intentions is preferred.

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

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

Location: Bedford-Stuyvesant, Brooklyn.

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