

Youth Program Assistant Intern

Summary:

The Brooklyn Community Pride Center is seeking a part-time, temporary intern for an eight-week placement at New York City Council. The intern reports to the constituent services director. Youth Pride seeks a program assistant intern who will join our team here at Brooklyn Community Pride Center. The primary function of the intern will be to provide support for the Pride Path program. The intern will have the opportunity to gain valuable knowledge about LGBTQ+ youth programming and engage in research, writing, preparatory work for events, and other needed support.

Scope of Duties

- Participate in outreach and recruitment for Pride Path
- Under guidance from the Program Manager, maintain outreach tools that promote the program (flyer displays, dry erase board, digital screen, etc.)
- Conduct targeted research for program development
- Update and post supervised social media content
- Perform clerical duties, maintain specific participant database, and organize documents; photocopy, fax, scan, etc. as needed
- Attend planning meetings – bring youthful perspective to program development
- Assist with drafting and formatting Pride Path emails and newsletters.

Qualifications

- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Good written and verbal communication skills
- Energetic and eager to tackle new projects and ideas
- Able to take directions and follow through with assignments

Characteristics

- Responsible
- Motivated
- Charismatic
- Dependable
- Well rounded

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: [Your name]: Brooklyn Community Pride Center- 2018 Internship Position. Please specify in your cover letter how you fit with the above qualifications and characteristics.

Location: Council Member's district office in Sunset Park, Brooklyn

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