

Transgender Legal Defense and Education Fund (TLDEF)**Program Intern****Summary:**

The Brooklyn Community Pride Center is seeking a part-time, temporary intern for an eight-week placement at the Transgender Legal Defense and Education Fund (TLDEF). This intern reports to the Program Manager and collaborates with the Program Associate as appropriate.

The Transgender Legal Defense & Education Fund, founded in 2003, is committed to achieving equality for TGNCNB (transgender, gender non-conforming, and non-binary) people through impact litigation, the Name Change Project, and community education. TLDEF is located at 20 W. 20 St. STE 705, New York, NY 10011.

Scope of Duties

- Scheduling Name Change Project intake phone appointments; managing multiple calendars
- Transferring confidential participant data from spreadsheets into TLDEF's new Name Change Project database; additional data entry as needed
- Performing research to help build out TLDEF resources (including but not limited to: trans inclusive resources for education, employment, healthcare, housing, identity documents); research scope includes: internet research, sending e-mails, and making phone calls; drafting summary descriptions of resources
- Assist in other tasks to support the work of the TLDEF Programs department as required, including regular administrative tasks
- Overall, this internship will provide to TLDEF's Programs, particularly the Name Change Project, which connects low-income TGNCNB people with volunteer attorneys providing pro bono legal representation for legal name changes

Qualifications

While no single applicant is likely to have equal expertise in all of these categories, the following are the qualifications for this Program Intern position. A successful intern will possess a compelling combination of strengths in some areas, and the self-awareness to identify areas where they are eager to learn more and grow from.

- Proficiency in Microsoft Word and Microsoft Excel
- Familiarity with Google Suite (particularly Gmail, Google Drive, and Google Calendar) preferred but not required
- Familiarity with databases and/or CRMs (Customer Relationship Management systems) a plus
- Excellent attention to detail
- Ability to manage multiple projects and adjust priorities as directed
- Familiarity with TGNCNB issues and community
- Must be willing to take a data entry "test" as part of interview process

Characteristics

- Positive attitude, enthusiastic, kind and friendly
- Ownership and initiative; creative problem-solver
- Strong desire to learn; open to constructive feedback

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]: TLDEF 2018 Internship Position. Please specify in your cover letter how you fit with the above qualifications and characteristics.

Location: 20 W. 20 St. STE 705, New York, NY 10011.

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