Outreach and Administrative Intern

Summary

The Brooklyn Community Pride Center is seeking a part-time, temporary intern for a six-week placement at Bedford Stuyvesant Restoration Corporation.

Restoration relentlessly pursues strategies to close gaps in family and community wealth to ensure all families in Central Brooklyn are prosperous and healthy. Restoration was established in 1967 and is widely known as the first community development corporation. We believe that A flourishing Brooklyn community consists of strong businesses and institutions and is anchored in a culture of equity and inclusion.

Scope of Duties

Depending on their interests, interns can work on one of three teams: Financial Counseling, Care Coordination, or Quality Assurance, Data Management, and Contract Management. Duties for each team may include the following:

Financial Counseling Team:
- Data entry
- Support client work, including conducting follow up calls and scheduling appointments
- Complete various administrative tasks

Care Coordination Team:
- Staff the reception desk, answering phones and directing walk-ins
- Assist staff with intakes
- Schedule appointments
- Complete various administrative tasks

Quality Assurance, Data Management, and Contract Management Team:
- Data entry
- Clean and manipulate data in Excel
- Prepare reports
- Complete various administrative tasks

Qualifications

- Comfort level with various computer systems and social media
- Professional demeanor
- Customer service skills
- Willingness to learn
Characteristics

● Friendly
● A good listener
● Takes constructive feedback
● Attention to detail

Compensation: This is a part-time internship for up to 12 hours per week. $15/hour through the Brooklyn Community Pride Center. MetroCards provided. No benefits are provided.

Location: 1368 Fulton Street, Brooklyn, NY 11216.

Applications: E-mail cover letter and résumé to Diana Viglucci, Program Manager, at dviglucci@lgbtbrooklyn.org. Subject: [Your name] 2019 Restoration Internship or upload to the application. Please specify in your cover letter how you fit with the above qualifications and characteristics.

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