Nonprofit Program Intern

Summary:

The Brooklyn Community Pride Center is seeking a part-time, temporary intern for a six-week placement at Fostering Change for Children.

Fostering Change for Children (FCFC) is a Brooklyn nonprofit that helps children and families by creating positive solutions to challenges within the child welfare system. FCFC began in 2005 and is located in Restoration Plaza in the Bedford-Stuyvesant neighborhood.

Scope of Duties

• Help programs team with related activities (e.g. support meetings, data entry, internal communications, and recruitment).
• Help development team with related activities (e.g. fundraising events, data entry, internal and external communications, grant writing, and research of potential funding partners).
• Help organization with general administrative tasks (e.g. organize documents and files, attend meetings, gather media related to FCFC's work and impact, and create media related to FCFC's work and impact).
• Your creative ideas!
  o Important note: Pride Path Intern roles and responsibilities are based on a) the needs of the organization, b) the skills and characteristics of the intern, and c) the learning goals of the intern. Interns are critical parts of FCFC’s team. This is an internship in which your creativity and ideas are always welcome and often used/implemented.

Qualifications

• High school diploma/GED required; Associate's/Bachelor's degrees desired.

Characteristics

• Passion for child welfare and/or human services
• Computer and technology skills
• Strong writing skills
• Ability to work independently

Location: Restoration Plaza in Bedford-Stuyvesant.

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

Applications: E-mail cover letter and résumé to Diana Viglucci, Program manager, at dviglucci@lgbtbrooklyn.org. Subject: [Your name] 2019 Fostering Change for Children 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.