



Out Boulder County

Title: Pride and Special Projects Intern

Hours: Minimum 15 hours per week

Contract Wage: Non-paid internship

Reports To: Development and Special Events Manager

Our Mission

We educate, advocate and provide services, programs and support to Boulder County's lesbian, gay, bisexual, transgender and queer communities (LGBTQ).

Description of the Work:

The start date of the internship is flexible. However, there is a minimum 3 month commitment to the position.

The role of a Pride and Special Projects Intern is to assist the Development and Special Events Manager with successfully coordinating the Garden Party, Longmont Pride Week, Longmont Pool Party, Boulder Pridefest and Boulder Pride. The position involves a combination of administrative duties, research, special projects, and day-of event responsibilities. Some of the work is clerical: data entry, record keeping, responding to emails, fielding phone calls, soliciting sponsors, vendors and entertainers.

This is a high-pressure position. It requires a great deal of patience, great attention to detail, and the ability to respond to many different tasks and situations simultaneously. Not only will it be required that an intern in this position prepare for events during regular work hours, they may also need to attend the events outside of normal work hours to fulfill day-of duties (listed below).

Although a Pride and Special Projects Intern will report to the Development and Special Events Manager, they will also assist other staff members when the need arises. Opportunities to engage with other parts of the organization (such as youth and adult programming, trainings, volunteer coordination) will be available based on time and interest.

Duties

Day to day tasks will change as events come and go but will generally include:

- Posting sponsor shout outs and promote Out Boulder County events on social media (Facebook, Twitter)
- Communicating directly with vendors and sponsors
- Create maps/plans for applicable events
- Organize data in Excel and Giftworks
- Participate in weekly staff meetings
- Create graphics including Facebook headers and signs for events

- Maintains files, records and a computer database on event details

The day of an event, work will generally include:

- Set up before the event
- Vendor check-in and monitoring (when applicable)
- Overseeing the event and solving problems as they arise
- Tear down/clean up after the event

Other duties will be assigned as the need arises and may include: assisting with grant writing, answering phone calls, connecting community members with the appropriate resources, delegating work to volunteers, accounting

Personal Qualities:

- Committed and enthusiastic about Out Boulder County's mission and programs with knowledge of LGBTQ communities and issues
- Equipped to work with diverse individuals
- Straightforward and self-assured; one who shares information readily; listens as well as gives advice and respects the abilities of others; diplomatic and empathic
- Creative and adept at planning, prioritizing, organizing and following through; highly energetic and able to balance multiple competing priorities
- A team player; able to work cohesively with others and perform related tasks effectively.
- Healthy in relational skills. One who listens well, speaks respectfully and assertively, honors diverse perspectives and is honest
- Energetic and willing to work flexible shifts, including some nights and weekends;
- Emotionally mature with a sense of humor to maintain balance.

Compensation

Unpaid internship

Qualifications

Experience with office work. Excellent writing and verbal communication skills required. Computer proficiency required, including but not limited to the ability to effectively use Google products, Microsoft products, and social media websites. Experience with graphic design programs such as Adobe Photoshop or GIMP preferred. Ability to work independently and efficiently. Ability to lift 50 pounds occasionally for short periods of time, work at computer for three hours, tolerate numerous interruptions throughout the day

How to Apply

Send a resume to jmoreno@outboulder.org