



OUTFRONT
MINNESOTA

Position: Youth and Schools Program Intern

Reports To: School Equity Director

Duration: Flexible based on school requirements

Hours: Flexible (5 - 10 hours/week or based on school requirements)

Salary: Unpaid

Organization Description

OutFront Minnesota is the premier organization advocating for and serving lesbian, gay, bisexual, transgender, and queer (LGBTQ) Minnesotans. OutFront Minnesota's mission is to create a state where LGBTQ people are free to be who they are, love who they love, and live without fear of violence, harassment, or discrimination. We are leading Minnesota toward LGBTQ equity through a combination of public policy, legal and individual advocacy, and education.

Summary

The Youth and Schools Program Intern position is perfect for an individual who wants to learn about LGBTQ youth program development and event planning that celebrates and supports intersectional identities. The intern will possess excellent writing and oral communication abilities and attention to detail. The ideal candidate will be organized, dependable, and creative.

Primary Responsibilities – The Youth and Schools Program Intern will work with the School Equity Director and other staff to accomplish these tasks:

- Develop and update new programming for Youth and Schools educational materials and presentations
- Assist in organizing and coordinating annual events and special events (i.e. fundraisers, field trips, etc.)
- Attend and/or assist in various presentations
- Event planning and day-of activities (Youth Summit in Spring, Pride in Summer, and Gala in Fall/Winter)
- Attend Youth Leadership Committee Meetings to meet and mentor the student leaders
- Assist in the planning of the GSA Advisors' Summer Meetup
- Research and update the Youth and Schools Media Center Reading List and Library
- Data entry and recording of archive materials
- Other tasks assigned as needed

Qualifications

- Commitment and ability to work well within the LGBTQ and allied communities
- Excellent written and oral communication skills
- Data entry experience and attention to detail
- Able to meet deadlines and maintain confidentiality when working with donor information
- Willing to take ownership of projects and work independently
- Strong research skills

To apply, send cover letter (with references) and resume to Ez Rodriguez, School Equity Director at esmer@outfront.org.

LGBTQ people of color and trans/transgender/gender non-conforming people are encouraged to apply.