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## **Intern Job Description**

### **Title: Education Intern**

**This is an unpaid internship.**

Our Family Coalition advances equity for lesbian, gay, bisexual, transgender, and queer (LGBTQ) families with children through support, education, and advocacy.

Our **Family Support** team strengthens the resiliency of current and prospective LGBTQ parents/caregivers, from family-building to early years, school years, and beyond. We serve LGBTQ families and their children with over 250 workshops, support groups, and community-building events every year. Our **Communications** team amplifies the reach of OFC's events, work, and vision through multiple channels online and in print. We also build and collaborate on public education campaigns that advance equity for LGBTQ-headed families and promote a just world for all. Our **Development** team solicits material support for all this work via grants, sponsorships, and other initiatives with foundations and individual donors.

Our **Education** team works directly with school communities to strengthen anti-bias and LGBTQ-inclusive practices and curricula in K-12 schools. We have trained more than 2,000 educators, impacting tens of thousands of students in California. OFC is seeking an Education Intern who is committed to our mission, and interested in supporting our work in schools and with child-serving professionals, as they build critical professional skills, expand their networks, and deepen their insights about work in social justice non-profits.

#### **Responsibilities**

- Assist with outreach efforts through media, events, and coalitions;
- Help coordinate, prepare and implement trainings;
- Prepare logistics and provide general support for Family Advocacy events;
- Provide general administrative support, including data entry and managing social networks;
- Provide general support to the Education Director and Education Coordinator.
- Research and explore growing trends and stats in LGBTQ issues.

#### **Qualifications:**

- Excellent written and oral communication skills;
- Good organization and time-management skills;
- Basic computer skills, including Microsoft Office Suite;
- Comfortable and excited about working with diverse community groups;
- Demonstrated knowledge and commitment to LGBT equality and social justice;
- Available to work some weekends and/or evenings.

Interns are accepted on an on-going, as needed basis. Minimum 2 month commitment; 4-16 hours/week; start/end date flexible. Our office is located in San Francisco, easily accessible by public transportation. If you have questions about this internship, please email [rick@ourfamily.org](mailto:rick@ourfamily.org)

To apply, please email a resume and a cover letter explaining why you are interested in the Education Intern position to [rick@ourfamily.org](mailto:rick@ourfamily.org), or fax to 415-981-1962.