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Intern Job Description

Title: Family Programs 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 **Education** team works directly with school communities to strengthen anti-bias and LGBTQ-inclusive practices and curricula in K-12 schools. Our **Communications** team amplifies the reach of OFC's events, work, and vision through multiple channels online and in print. Our **Development** team solicits material support for all this work via grants, sponsorships, and other initiatives with foundations and individual donors.

Our **Family Programs** team strengthens the resiliency of current and prospective LGBTQ parents and caregivers, from family-building to early years, school years, and beyond, by providing over 250 workshops, support groups, and community-building events every year. OFC is seeking a Family Programs Intern committed to our mission, and interested in helping implement our family support programs, as they build critical professional skills, expand their networks, and deepen their insights about work in social justice non-profits.

Responsibilities

- Assist with organizing & outreach efforts to recruit/retain Bay Area participants;
- Target outreach to communities of color, transgender parents, and LGBTQ families of varying socioeconomic status;
- Help design & coordinate production of e-newsletters and outreach materials;
- Develop, coordinate and attend family events, parent groups, educational workshops and events;
- Collect, organize and enter participant data into database;
- Assist with Family Support Program staff with other special projects as needed.

Qualifications

- Basic computer literacy and internet savvy;
- Quick learner with initiative;
- Comfortable and excited about working with diverse community groups;
- Good organization and time-management skills, with strong attention to detail;
- Demonstrated knowledge and commitment to LGBT equality and social justice;
- Ability to work independently and collaboratively;
- Available for occasional evening and weekend special event activities a plus;
- Written and spoken fluency in a second language desired but not necessary.

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 shari@ourfamily.org

To apply, please email a cover letter explaining why you are interested in the Family Programs Intern position, along with a resume to shari@ourfamily.org or fax to 415-981-1962.