



HPC Administrative Internship

OVERVIEW

Hudson Pride Center is a home and voice for the diverse LGBTQ community and our allies that advocates for our physical, mental, social and political well-being. We create safe and vibrant spaces to gather and celebrate our lives.

Hudson Pride Center is a 501(c)(3) non-profit community-based organization situated in the Journal Square neighborhood in Jersey City, one of the most vibrant and diverse cities in this country and home to the largest LGBTQ community in New Jersey. Hudson Pride was established in 1993 to serve as an advocate for both the LGBTQ and HIV/AIDS communities in Hudson County and more than 20 years later, we are still delivering a wide array of services, programs and events to meet their on-going needs.

INTERNSHIP OVERVIEW

The Administrative Internship requires an 6 month commitment period. The internship is a part-time unpaid internship. Hours are flexible.

ROLES AND RESPONSIBILITIES

The internship program is designed to provide interns with the opportunity to learn about nonprofit work and LGBT issues. Interns will work under the direct supervision of the Chief Operations Officer and the Client Services Manager at the Center. The intern will also have the opportunity to work with other staff members in a wide variety of projects.

Assignments will include:

- Perform basic office duties such as answering the telephone, filing, emailing, and faxing.
- Assist in the maintenance of client files.
- Conduct general research and outreach relating to current and prospective projects.
- Post, update, and monitor announcements on various company websites.
- Participate in LGBTQ programs and events and occasionally represent the organization at outreach events
- Work on other projects as assigned.

DESIRED EXPERIENCE AND QUALIFICATIONS

This internship is open to students who are currently enrolled in an undergraduate program.

- General knowledge of HPC and the services we offer
- Familiarity with issues affecting LGBTQ people and those living with HIV is desirable
- Excellent writing, research and communication skills
- Familiarity with Microsoft Word and Excel
- Excellent organizational skills, self-motivated, attention to detail, and the ability to juggle several tasks while meeting deadlines

Location: Jersey City, New Jersey

HOW TO APPLY

Please send a cover letter and resume to the Chief Operations Officer, Elizabeth Schedl at elizabeth@hudsonpride.org

Hudson Pride Center is an equal opportunity employer and an inclusive organization. People of color, women, and LGBTQ people are strongly encouraged to apply.