



Outreach Internship at Hudson Pride Center

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

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

ROLES AND RESPONSIBILITIES

The internship program is designed to provide interns with the opportunity to learn about nonprofit work and LGBTQ 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:

- Outreach with the Staff at general events that HPC is attending or tabling
- Work with the Outreach Staff to bring in new prospective clients
- Work with the Outreach Staff to provide HIV positive clients appropriate services
- Provide general information about HPC and the services we provide
- Conduct Intakes on new clients
- Participate in specific HPC programs and events
- Conduct general research and outreach relating to current and prospective projects.
- Perform basic office duties such as answering the telephone, filing, emailing, and faxing.
- Work on other projects as assigned.

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.