



## Transgender Internship Project at Hudson Pride Connections Center

### AGENCY OVERVIEW

Hudson Pride Connections 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 Connections Center is a 501(c)(3) non-profit, non-governmental, community organization that was formed in 1993. Originally known as Jersey City Connections, Hudson Pride is happy to offer a number of different services, programs and events to a diverse LGBTQ community in the Northern NJ region. Our programs and services include transgender programming, youth groups, legal advocacy, health education, outreach services, and social service linkages.

### INTERNSHIP OVERVIEW

We are looking for a person who identifies as transgender and is committed to working with the transgender community and the transgender social/support group at Hudson Pride. This Internship position requires an 8-12 week commitment period. The internship is a part-time unpaid position. Most hours are flexible, but availability on Tuesdays from 5:30pm - 8pm is required.

### INTERN ROLES AND RESPONSIBILITIES

The internship program is designed to provide interns with opportunities to learn about non-profit work, to gain experience in Event planning/fundraising, and to enhance their understanding of social service-related LGBT issues. Interns will work under the direct supervision of HPCC's Deputy Director and Linkage to Care Coordinator and will also have the opportunity to work with other staff members on a wide variety of projects.

#### Assignments will include:

- Plan, organize, and facilitate weekly Transgender Social/Support group meetings.
- Maintain group meeting records and provide written content on group activities for quarterly grant reports
- Assist with planning workshops and events for the Transgender Program
- Help plan and attend other HPCC programs and events
- Outreach with the staff at general events that HPCC is attending or tabling
- Work with the Outreach Staff to bring in new prospective transgender clients to HPCC
- Conduct intakes on new clients
- 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:** Hudson Pride Connections Center: 32 Jones Street Jersey City, New Jersey

### HOW TO APPLY

Please send a cover letter and resume to the Client Services Manager, Stephanie Mills; [stephanie@hudsonpride.org](mailto:stephanie@hudsonpride.org) or to

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