



Transgender Internship Project 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

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 a 6 month 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 HPC's Chief Operations Officer 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 HPC programs and events
- Outreach with the staff at general events that HPC is attending or tabling
- Work with the Outreach Staff to bring in new prospective transgender clients to HPC
- 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: 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.