



## HPCC Administrative Internship

### OVERVIEW

Hudson Pride Connections Center exists to bridge the gap in services, to respond to the unmet needs, and to enhance the cultural lives and communities of lesbian, gay, bisexual, & transgender people, as well as all HIV positive people in New Jersey with an emphasis in the Hudson County area.

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

The Administrative Internship requires an 8-12 week 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 Director of Programs and the Director of Community Relations 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 HPCC 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:** Hudson Pride Connections Center: 32 Jones Street Jersey City, New Jersey

### HOW TO APPLY

Please send a cover letter and resume to the Deputy Director, Elizabeth Schedl at [elizabeth@hudsonpride.org](mailto:elizabeth@hudsonpride.org)

*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.*