



## **Latinx LGBT 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 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 LGBT Hispanic-Speaking Internship requires a 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 LGBT issues. Interns will work under the direct supervision of the Chief Operations Officer and the Client Services Manager. The intern 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 LGBT Social/Support group meetings specifically for the Latinx Community in Spanish. Therefore, it is required that the intern understands and is able to communicate in Spanish both verbally and written.
- Maintain group meeting records and provide written content on group activities for quarterly grant reports
- Assist with planning workshops and events for the LGBT Latinx 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 Latinx 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 Client Service Manager, Stephanie Mills at [Stephanie@hudsonpride.org](mailto:Stephanie@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.*