



## YouthConnect 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 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 Center 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 YouthConnect 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:

- Conduct intakes on potential new YouthConnect clients
- Perform follow ups via email, telephone, and/or in person
- Assist with planning workshops and events for the program
- Co-facilitate workshops
- Chaperone field trips and events held by HPC
- Outreach with the Staff at general events that HPC is attending or tabling
- 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 Center is an equal opportunity employer and an inclusive organization. People of color, women, and LGBTQ people are strongly encouraged to apply.*