

HPC Administrative Internship

OVERVIEW

Hudson Pride Center is a home *and* a voice to the diverse LGBTQ+ community of Hudson County. Our mission is to enhance the lives of LGBTQ+ people by creating a safe physical and virtual home, social services and programs that meet the ongoing needs, and to build trust with each and every person that seeks our help.

We are a 501(c)(3) non-profit community-based organization serving Hudson County 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 almost 30 years later, we are still delivering a wide array of services, programs and events!

INTERNSHIP OVERVIEW

The Administrative Internship requires a 6-month 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 opportunities to learn about non-profit work, to gain experience in event planning/fundraising, and to enhance their understanding of social service-related LGBTQ+ issues. Interns will work under the direct supervision of the Executive Director and the Director of Programs. This intern will also have the opportunity to work with other staff members on 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

Location: Jersey City, New Jersey

*This is a hybrid position that requires in-person and remote office hours.

HOW TO APPLY

Please send a cover letter and resume to the Director of Programs, Stephanie Mills (She/Her) at 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.