

Latinx LGBTQ+ Internship Project at Hudson Pride Center

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 LGBTQ+ 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 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 or Programs. The intern will also have the opportunity to work directly with other staff members on a wide variety of projects.

Assignments will include:

- Plan, organize, and facilitate weekly LGBTQ+ Social/Support group meetings specifically for the Latinx Community in Spanish. Therefore, it is required that the intern understands and can communicate in Spanish both verbally and written.
- Maintain group meeting records and provide written content on group activities for grant reports
- Assist with planning workshops and events for the LGBTQ+ Latinx Program
- Plan, support, and attend other HPC programs and events
- Outreach with the staff at general events that HPC is attending or tabling
- Work with the Client Service staff to bring in new prospective Latinx clients to HPC
- Conduct intakes on new clients
- Support general research and outreach, relating to current and prospective projects
- Perform administrative tasks such as: answering the HPC general phone line, email correspondence, filing, and faxing.
- Work on other projects as assigned.

Location: Jersey City, New Jersey

** This is a hybrid position that requires in person/community outreach as well as remote office hours.*



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Elizabeth Schedl, Executive Director

HOW TO APPLY

Please send a cover letter and resume to the Director of Programs, Stephanie Mills 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.