



## Internship Program

### **Boston Pride announces internship openings for Spring and Summer 2012!**

*Please post widely. Various Internships Available.*

Boston Pride depends on interns and volunteers to plan, organize and execute our events and programs. Interning or volunteering is an awesome way to get involved, make a difference, earn credit, make connections, and acquire valuable, marketable skills.

The Boston Pride internship program gives people age 18 and over the opportunity to advance professionally and academically by working in a small non-profit that focuses on equality, civil rights, and inclusivity.

#### **How long do internships last?**

We ask that interns commit to a minimum of 8 weeks - long enough to really dive into a project and make a significant contribution. Internships can last as long as a year and often times people stay on board to volunteer on an on-going basis.

#### **What qualifications do I need to be a Boston Pride intern?**

Strong interest in equal rights, social justice, LGBT rights, and building a more welcoming inclusive community. You don't need to be enrolled in school to be an intern.

#### **The Boston Pride Mission:**

Boston Pride produces events and activities to achieve inclusivity, equality, respect, and awareness in Greater Boston and beyond. Fostering diversity, unity, visibility, and dignity; we educate, communicate, and advocate by building and strengthening community connections.

Boston Pride seeks energetic and motivated, activists and/or business-oriented interns to get involved in any of the following areas:

1. Office Administration
2. Fundraising & Development
3. Communications & Marketing
4. Event Planning & Production
5. Community Outreach
6. Design, marketing and advertising

Join us in our Boston office for an internship with flexible scheduling options, a myriad of responsibility areas, and a casual and exciting work environment.

All internships are UNPAID.



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### **Skills:**

1. gathering and compiling information, data and internet search results
2. excellent communication skills
3. ability to multi-task
4. attention to detail
5. knowledge of Microsoft Word, Microsoft Excel, and email systems

### **Benefits:**

Internships are unpaid but interns may be eligible for and receive:

- a) academic credit if desired
- b) job/school recommendations, professional referrals
- c) community networking and organizational resources.
- d) Meet LGBT leaders and activists from around the world
- e) Opportunity to work at one of the most exciting and dynamic LGBT nonprofit organizations in the Northeast

### **Responsibilities:**

#### Development

Grant research and writing

Assist with direct mail and fundraising events

Develop and maintain a donor and corporate database

Handle request for information and coordinate bulk mailings

#### Communications, Marketing and Public Relations

Create media database

Write press releases

Update community listings and mailing list database

Assist with content of newsletter and website

Create new print ads, brochures, flyers, and handouts

Research costs of advertising

### **To Apply:**

1. Go to [www.bostonpride.org/volunteer](http://www.bostonpride.org/volunteer) to complete the Internship application
2. Submit application along with cover letter

Submit by:

email: [kaulita@bostonpride.org](mailto:kaulita@bostonpride.org)

fax: (617) 261-1844

mail: to the address below "Attn: Internship Program"