

Job Title:	Community Events & Programs Internship
Reporting to:	Program Department
Job Location:	Within New England – currently defined as Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont, preferably in Boston, Massachusetts (our office is located in the heart of Boston, off Greater Boston’s subway system, known as “the T”)

Internship Period: We are looking for several candidates who are available to start May 2016. This internship is part-time to full-time, requiring a minimum commitment of 35 hours/week. The work hours and work days are negotiable, but they must align with a standard 5-day work week model.

**Please Note: As successful interns conclude their service, they will join us in the on-site execution of our signature event, Family Week in Provincetown, July 23rd through July 30th. Although this is an unpaid internship, housing, travel and food during Family Week itself are provided for each intern by Family Equality Council.*

Background: Founded in 1979, [Family Equality Council](#) is the national organization exclusively dedicated to supporting lesbian, gay, bisexual, transgender and queer (LGBTQ) parents and their children, by advancing equality for all families. We work to achieve both legal and “lived” equality for LGBTQ-headed families by providing resources and networking, educating the American public, and advancing policy reform that ensures full recognition and protection under the law.

Internship Summary: The Community Events & Programs Interns are an integral part of the Program Team and play a hands-on role in all Family Equality Council community programs. This unpaid internship involves community outreach, event planning and execution, use of social media, fundraising, and much more. Success in this position requires excellent organizational skills, the ability to problem solve independently, a team-oriented mindset, highly developed communication skills (written and verbal), superior interpersonal skills, and a commitment to social justice ... and fun!

Primary Responsibilities: Interns will play an active role in planning and executing our signature event, Family Week. This will include cultivating community partnerships, managing event logistics, conducting outreach with potential sponsors and advertisers, overseeing materials (inventory, purchasing, organization and transport), writing content to promote Family Week for Facebook, Twitter and emails, and drafting and designing event materials, gratitude letters, and event reports. Interns will occasionally provide support to LGBTQ parent groups across the country, create or revise resources for our website, and assist with implementation of office systems and administrative tasks as needed.

About Family Week: [Family Week](#) is the largest global gathering of LGBTQ-headed families, and features numerous forums for building community and promoting empowerment on today’s issues. For the past 21 summers, LGBTQ parents, their children, extended families, and their friends have gathered at the tip of iconic Cape Cod to create connections that truly last a lifetime, taking home experiences that help us further join together to make the world a better place for all loving families.

Required Qualifications:

- Flexibility, a positive attitude, and willingness to learn
- Excellent organization skills coupled with the ability to maintain a vision for larger objectives
- Commitment to social justice
- Effective written, verbal and interpersonal communication skills
- The ability to work well both independently and with others, as a team player.
- A solution-oriented mindset and ability to work effectively in high-pressure settings

Preferred Qualifications:

- Experience planning and executing successful programs/events
- Experience working within the LGBTQ movement and/or with families
- Outgoing demeanor and high comfort level with networking at events
- Candidates who hold or are working towards a Bachelor's Degree (or higher) in a related field



To Apply: Please send cover letter and resume to Emily McGranachan, East Coast Regional Manager, at emcgranachan@familyequality.org.

For more information on Family Equality Council and our current work, please visit our website at www.familyequality.org.

Valuing diversity and championing anti-racism are core values at Family Equality Council®. Family Equality Council is an Equal Opportunity Employer, working towards a culturally diverse and competent work place. We provide a team-based environment and value the benefits of a diversified workplace. Women, people of color, and other underrepresented minorities are strongly encouraged to apply. Family Equality Council does not discriminate based on applicant age, citizenship, physical or mental disability, HIV status, ethnicity, family responsibilities, gender/gender identity and expression, marital status, matriculation, race, physical appearance, religion, political affiliation, sexual orientation, union membership, veteran status or other unlawful factors, with respect to recruiting, hiring, job assignment, promotion, discipline, discharge, compensation, training and other terms, conditions and privileges of employment.