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## **Intern Job Description**

### **Title: Communications & Media Intern**

#### **This is an unpaid internship.**

For over twenty years, Our Family Coalition has advanced equity for lesbian, gay, bisexual, transgender, and queer (LGBTQ) families with children in the Bay Area and beyond, through support, education, and advocacy

Our **Education** team works directly with school communities to strengthen anti-bias and LGBTQ-inclusive practices and curricula in K-12 schools. We have trained more than 2,000 educators, impacting tens of thousands of students in California. Our **Family Programs** team strengthens the resiliency of current and prospective LGBTQ parents/caregivers, from family-building to early years, school years, and beyond. We serve LGBTQ families and their children with over 250 workshops, support groups, and community-building events every year. Our **Development** team solicits material support for all this work via grants, sponsorships, and other initiatives with foundations and individual donors.

Our **Communications** team gives voice and visibility to the work, values, and vision of the organization via multiple internal and external channels, online and in print. Our editorial calendar includes a regular social media presence, blog posts advancing our events and issues of concern, frequently updated website content, action alerts and position statements, press releases, biweekly e-news, and a quarterly print newsletter. We also collaborate with organizational partners and promote public education campaigns that advance equity for LGBTQ-headed families with children, as well as the many social and political issues affecting our families.

The **Communications & Media Intern** works directly with the Director of Communications, contributing original content to our editorial calendar, sourcing and curating relevant content to share in our social channels, and soliciting, creating, and scheduling the publication of event promotion. Ongoing editorial calendar maintenance is also supplemented by work on longer-term projects, such as management of our digital photo archive, updating and deepening online resources, and website redesign. The Director works with interns to ensure their skills and professional goals are well-aligned with the support work they undertake.

#### **Responsibilities**

- Assist with production of bi-monthly e-newsletter;
- Assist with coordination of OFC's editorial calendar;
- Assist with implementation of social media plan by developing content and coordinating social media postings (e.g. Facebook, Twitter, Instagram) as well as monitoring and analyzing engagement;
- Maintain press contacts database and manage distribution of press materials;
- Help draft press releases and other communications vehicles as needed;
- Track media placements in print, television, radio, and web outlets;
- Help maintain digital files of photos, videos, and text content (e.g. for blog and newsletter;)
- Assist with media cultivation and story placements;
- Provide content curation, writing, or design support for special communications projects as they emerge.

**Preferred qualifications**

- Quick learner with the ability to take initiative;
- Strong web, social media, and graphic design skills (e.g., familiarity or interest in learning CMS platforms such as WordPress, Joomla; social media scheduling software such as Buffer, Hootsuite; design software such as Adobe Creative Suite, Canva, etc.)
- Ability to prioritize, triage, and rapidly adapt to unanticipated media opportunities or needs;
- Excellent written communication skills, including a copyeditor's attention to detail;
- Capacity or interest in developing capacity to create visual media (graphic design; photo or video editing);
- Demonstrated knowledge of and/or commitment to intersectional LGBTQ+ equality & social justice.

Interns are accepted on an ongoing, as-needed basis. Minimum 2 month commitment; 4-16 hours/week; start/end date flexible. Our office is located in San Francisco, easily accessible by public transportation.

**To apply:** please email a resume and a cover letter explaining why you are interested in the Communications & Media Intern position, along with your résumé, to [pauly@ourfamily.org](mailto:pauly@ourfamily.org).