our family coalition

Headquarters: 1385 Mission Street, Suite 340, San Francisco, CA 94103
East Bay Office: 401 Grand Avenue, Suite 400, Oakland, CA 94610
www.ourfamily.org • Phone: 415-981-1960 • Fax: 415-981-1962

Intern Job Description
Title: Web Design & Development Intern

This is an unpaid internship.

Our Family Coalition advances equity for lesbian, gay, bisexual, transgender, and queer (LGBTQ) families with children 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. Our **Family Programs** team strengthens the resiliency of current and prospective LGBTQ parents/caregivers, from family-building to early years, school years, and beyond. 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.

With the **Web Design & Development Internship**, our Communications team is looking for someone committed to our mission and interested in a deep dive into large-scale (125+ page) website redesign, as they build critical professional skills, expand their networks, and deepen their insights about work in social justice non-profits. The Web Design & Development Intern will:

- Help prepare for and assist with the process of redesigning and maintaining Our Family Coalition's website (helping audit and redesign information architecture; collecting and updating site content; and working with Comms Team and contracted design firm to populate and beta-test new site);
- Help organize digital files of photos, videos, code, and text for website throughout the process
- Help copyedit and bug-test new website look, content, and functionality.

Desired qualifications:

- Quick learner with the ability to take initiative;
- Ability to prioritize and be flexible when necessary;
- Hands-on experience with HTML, Joomla, and WordPress (CSS, JavaScript a plus);
- Experience with Google Analytics (filters, link tagging, and custom events a plus);
- Excellent written communication skills, with a copyeditor's attention to detail;
- Experience with Adobe Creative Suite products and ability to edit or generate web assets;

Interns are accepted on an on-going, as-needed basis. Minimum 2 month commitment; 4-16 hours/week; start/end date flexible. Contact pauly@ourfamily.org with any questions regarding the internship.

To apply: please email a cover letter explaining why you are interested in the Web Design and Development Intern position, along with a resume to pauly@ourfamily.org or fax to 415-981-1962.