



Headquarters: 1385 Mission Street, Suite 340, San Francisco, CA 94103
East Bay Address: 970 Grace Avenue, Oakland, CA 94608
www.ourfamily.org • Phone: 415-981-1960 • Fax: 415-981-1962

Our Family Coalition's Education Intern

Position Description

Our Family Coalition (OFC) is dedicated to advancing equity for lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA+) families with children through a comprehensive approach that includes support, education, and advocacy.

Our Education Program plays a critical role in this work by partnering directly with school communities to foster more inclusive learning spaces. We collaborate with educators, administrators, and parents to implement LGBTQIA+-inclusive curricula and promote positive climate and safe school practices, particularly in elementary school settings. Through our training programs, we have equipped more than 2,000 educators with the tools and knowledge necessary to create affirming classroom experiences, ultimately impacting tens of thousands of students across California. By challenging biases, uplifting diverse family structures, and providing essential resources, our program works to ensure that every student—regardless of gender identity, family composition, or sexual orientation—feels seen, supported, and empowered to succeed.

Primary Responsibilities-

Education Program Support & Research

- Assist in researching and developing educational materials for LGBTQ+ inclusive family support, schools, and community workshops.
- Support the coordination of training for educators, caregivers, and community organizations.
- Help adapt existing curricula to be more culturally responsive and inclusive of diverse family structures.
- Conduct research on best practices in LGBTQ+ inclusive education, social-emotional learning (SEL), and anti-bias frameworks to inform OFC's programming.



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Training & Advocacy Support

- Assist in preparing materials for educational workshops and professional development trainings.
- Provide logistical support for training sessions, including scheduling and follow-up communication.
- Support OFC's school-based education efforts, including LGBTQ+ inclusive curriculum advocacy and educator training.
- Research policy updates affecting LGBTQ+ youth and families in education settings and contribute to OFC's advocacy initiatives.

Community Engagement & Outreach

- Support outreach efforts to expand participation in educational programs
- Assist in developing outreach materials such as informational guides, toolkits, and training handouts.
- Represent OFC at community education events, workshops, and conferences as needed.
- Engage educators, parents, and students in OFC's educational initiatives.

Administrative & Team Collaboration

- Assist with data collection, participant tracking, and program evaluation to assess impact.
- Attend team meetings and contribute to discussions on LGBTQ+ inclusive education strategies.
- Work collaboratively with the OFC team to strengthen education-focused programming.
- Perform other administrative and support duties as assigned.



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Qualifications

Required:

- Passion for LGBTQ+ inclusive education, advocacy, and social justice.
- Strong research, writing, and communication skills.
- Ability to manage multiple tasks, take initiative, and meet deadlines.
- Experience working with diverse communities, including LGBTQ+ individuals and families.
- Familiarity with education, curriculum development, or training facilitation.
- Basic proficiency in Microsoft Office, Google Suite, and presentation tools.
- Availability to work occasional evenings and weekends for trainings and events.

Preferred:

- Experience in curriculum development, education policy, or teacher training.
- Familiarity with California's education laws regarding LGBTQ+ inclusion.
- Background in social-emotional learning (SEL), anti-bias education, or restorative practices.
- Experience with data collection, program tracking, or educational research.
- Bilingual in a second language (in addition to English) is a plus.

Physical Requirements:

- Required to sit and use their hands and fingers, stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl for extended periods of time.
- Ability to see up close as this role often requires the use of a computer, tablet, and/or other office technological devices such as a copy machine, scanner and printer.
- Hearing abilities required by this job
- This position requires an individual to possess the ability to retrieve, deliver and/or move supplies and materials weighing up to 25 pounds.
- Walk and stand for long periods of time.



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Interns are accepted on an on-going, 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. Note: This is an unpaid internship. Academic credit is available upon request.

To apply, please email a cover letter explaining why you are interested in the Education Intern position, along with a resume to Info@ourfamily.org

Our Family Coalition is an equal opportunity employer and we encourage applications from Black women, people of color, people with disabilities, members of the LGBTQ community, or other underrepresented groups. OFC does not discriminate in its employment practices or policies on the basis of race, color, creed, ethnic or national origin or ancestry, age, gender, gender identity, religious beliefs, sexual orientation, veteran status or disability.