



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 Program's Internship

Position Description

Our Family Coalition (OFC) advances equity for the full and expanding spectrum of LGBTQ families and children through support, education, and advocacy. The **Programs Intern** will support the coordination and implementation of OFC's programs and events, assisting with outreach, logistics, and community engagement. This role offers an opportunity to gain hands-on experience in nonprofit programming, LGBTQ+ family advocacy, and event planning while working closely with OFC's Programs team.

Primary Responsibilities-

Program Support & Logistics

- Assist in coordinating and implementing programs that serve LGBTQ+ families across diverse backgrounds.
- Support event logistics, including scheduling, setup, participant outreach, and post-event follow-up.
- Help track program participation and maintain accurate records for reporting and evaluation.
- Provide community members with basic resource navigation and referrals.

Community Engagement & Outreach

- Support outreach efforts to expand program participation, including email and social media promotion.
- Assist in creating outreach materials such as flyers, newsletters, and social media content.
- Represent OFC at community events, tabling opportunities, and collaborative meetings as needed.
- Help engage families and partners in programming and advocacy efforts.

Training & Advocacy Support

- Assist in preparing materials for educational workshops and training.
- Provide logistical support for training events, including scheduling and follow-up communication.



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- Support research on relevant policies, legislative efforts, educational materials and grant deliverables to strengthen OFC's initiatives
- Support OFC's policy and advocacy work by helping with community education and engagement efforts.

Administrative & Team Collaboration

- Assist with data entry, participant tracking, and program evaluation efforts.
- Work collaboratively with the Programs team to ensure smooth program operations.
- Attend team meetings and contribute to program planning discussions.
- Perform other administrative and support duties as assigned.

Qualifications:

- Strong understanding of LGBTQ+ issues, equity, and social justice frameworks.
- Ability to manage multiple projects, meet deadlines, and adapt to changing priorities.
- Excellent communication and relationship-building skills.
- Comfortable facilitating discussions and engaging with families in a variety of settings.
- Experience working with people from diverse ethnic, linguistic, and socioeconomic backgrounds.
- Proficiency in Microsoft Office, Google Suite, and data tracking tools.
- Availability to work evenings and weekends as needed..

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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- Required to come into the office for a minimum of three -4 days a week.

Interns are accepted on an on-going, as needed basis. Minimum 2 month commitment; 10-12 hours/week; start/end date flexible. Our office is located in San Francisco, easily accessible by public transportation. If you have questions about this internship, please email info@ourfamily.org

To apply, please email a cover letter explaining why you are interested in the Policy Intern position, along with a resume and a reference list.

Our Family Coalition is an equal opportunity employer and we encourage applications from Black women, Trans and non-binary folks, 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.