



HQ: 1385 Mission Street, Suite 330, San Francisco CA 94103
East Bay: 970 Grace Avenue, Oakland CA 94608
www.OurFamily.org Phone: 415-981-1960 Fax: 415-981-1962

Communications Intern

About Our Family Coalition

Our Family Coalition (OFC) advances equity for LGBTQ+ families and children through support, education, and advocacy. Positioned at the intersection of LGBTQ+ rights and family justice, we empower communities and work toward a society where all families belong and thrive.

Our Family Programs support LGBTQ+ parents and caregivers at all stages of family-building, and strengthens K-12 school communities by training educators in anti-bias and LGBTQ+ inclusive practices. Annually, OFC offers over 100 workshops, support groups, and community events, impacting thousands of families and students. Our Communications & Development drives fundraising efforts through grants, sponsorships, and donor engagement while amplifying OFC's mission via social media, website updates, press releases, newsletters, and advocacy campaigns.

Communications Internship

The Communications Intern supports OFC's outreach efforts by:

- Creating and curating content for social media, blogs, and newsletters
- Assisting with event promotion and digital media development
- Managing OFC's digital photo archive and updating online resources

Interns work closely with the Communications team to build professional skills, expand networks, and gain hands-on experience in nonprofit communications and development. Tasks align with each intern's interests and career goals to ensure a meaningful learning experience.



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Position Details:

OFC is seeking a Communications Intern who is committed to our mission, values, and theory of change, and interested in supporting our communication, development, grants management and fundraising efforts, The Communications Intern will:

- Assist in drafting and editing Newsletters, Press Releases, Blog Posts, and other written content and materials for distribution
- Assist in creating digital media / content and materials for fundraising campaigns and communications and provide content curation, writing, or design support for special communications projects as they emerge
- Assist in scheduling Social Media requests and 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
- Assist in updating the OFC website
- Tracks media placements in print, television, radio, and web outlets
- Assist in maintaining and organizing Communications folders, content, and materials
- Conducts internal and external communications regarding Communications initiatives

Qualifications:

- Strong web, social media, and graphic design skills (e.g., familiarity or interest in learning CMS platforms such as WordPress; social media scheduling software such as Buffer; design software such as Adobe Creative Suite, Canva, etc.).
- Capacity or interest in developing capacity to create visual media (graphic design; photo or video editing).
- Ability to prioritize, triage, and rapidly adapt to unanticipated



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media opportunities or needs.

- Computer literacy, especially with design tools, content management, websites, and spreadsheets.
- Good organizational and time-management skills.
- Quick learner with initiative & strong attention to detail
- Excellent written communication skills, including a copyeditor's attention to detail.
- Demonstrated knowledge of and/or commitment to intersectional LGBTQ+ equality & social justice.

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.

For students only:

Unpaid interns are eligible for academic and/ or institutional credits. Minimum 3 month commitment; 10 hours/week; start/end date flexible. Our office is located in San Francisco, easily accessible by public transportation.

To apply: Please email a résumé / CV, cover letter, and unofficial transcripts to media@ourfamily.org.