



Internship: Programs Intern

Stipend: \$2500 for 8 weeks

Reports to: Director of Programs & Community Partnerships

Organizational Overview:

Our Vision | Virginia is a state in which LGBTQ+ people – every demographic, race, ethnicity, zip code, and experience – are valued and thriving.

Our Mission | Equality Virginia confronts systemic inequities to liberate the full spectrum of the LGBTQ+ community from discrimination and oppression.

Position Summary:

The Programs Intern will assist the Director of Programs and Community Partnerships with administrative and programmatic duties for the TIES and TRANSformation Storytellers (described below). The position will offer opportunities to develop professional skills in community outreach, event planning, program development, and stewarding community partnerships that support the mission and goals of the organization while providing experience in a dynamic non-profit environment.

Our ideal candidate is a passionate self-starter who brings high levels of energy and enthusiasm, works well independently and with diverse teams, has the ability to apply an intersectional gender-racial equity lens to all aspects of their work, is passionate about LGBTQ+ community building, and has a demonstrated ability to take initiative when supporting projects.

Position requires a regular working schedule of at least 20 hours per week

(please note: interns will not be expected to work during the vacation week of June 24-28 or July 3-5)

About TIES:

The Transgender Information and Empowerment Summit (TIES) is the largest southern conference in Virginia dedicated to transgender, nonbinary, intersex, and gender

expansive communities. This exuberant event provides spaces for education, empowerment, expanding resources, and to celebrate joy among transgender and nonbinary Virginians of all ages along with their friends, family, advocates, and other allies. TIES builds connections and strengthens our communities through free programs that promote holistic health, wellness, personal and community growth such as panels, workshops, storytelling, networking, and skill building. In 2021, TIES virtual programming attracted over 700 attendees from across Virginia, DC, Maryland, and beyond. This year we are happy to offer an in-person event to 400 community members, along with TIES Pop-Up Events happening throughout 2024.

About TRANSformation Storytellers:

Transformation Storytellers aims to create a narrative ecosystem that builds collective power for trans/gnc people and their allies by strategically developing, disseminating, and archiving stories that highlight resilience, shared values, revolutionary visions, and trans joy! It is a collective of storytellers and community builders who will define and defend the diverse experiences of our community throughout Virginia across different multimedia platforms and timelines.

About the team and you: At Equality Virginia, we are committed to using an intersectional approach in our work. Equality Virginia's work focuses on macro-level systems change and our success is inherently tied to the collective liberation of all oppressed peoples.

You are organized and a strong communicator, both written and verbal, with a passion for promoting LGBTQ+ work in Virginia. You have an understanding of how LGBTQ+ issues intersect with racial justice, disability justice, and economic justice priorities. You understand how to work collaboratively with team members to develop realistic and achievable goal-oriented plans.

Frequently cited statistics show that femme, trans, and nonbinary people, as well as Black, Indigenous, and people of color of all backgrounds apply to jobs only if they meet 100% of the qualifications. Equality Virginia encourages you to break that statistic and apply. No one ever meets 100% of the qualifications. Equality Virginia's team engages in hard work and heart work and the team values authenticity, empathy, compassion, and kindness—we're a close-knit team that works together regularly.

Responsibilities

Intern responsibilities will be developed based on their experience, interests, and organizational need, and may include any combination of the following:

- Assist with meeting and event planning and organization.
- Under staff supervision, conduct phone and email correspondence with vendors, volunteers, sponsors, partners, and other stakeholders.
- Provide administrative support (including data entry, event tracking, logistics and project management)
- Perform project specific outreach to external stakeholders.
- Attend all TIES and TRANSformation Storyteller community meetings, take notes and draft summaries for supervisor review.
- Assist with program development, including conducting research, compiling information, coordinating logistics, and assisting with public inquiries.
- Support staff during public education workshops, events, video production shoots, and other projects as needed.
- Perform other duties as assigned

Qualifications

Experience & Education

- HS Diploma, GED, or equivalent
- Experience or strong interest in program development and enhancement, including creating and adapting curriculum for the needs of LGBTQ+ populations.
- Self-starter: the ability to work independently and meet deadlines
- The ability to collaborate effectively with team members and communities; seeks diverse perspectives.
- Comfortable with public speaking
- Detail-oriented, well-organized, fast learner
- Good humored, independent, and flexible (creativity helps too!)
- Accepts responsibility/accountability for actions; is dependable.
- Self-awareness: is aware of how words or actions may be perceived by or affect others.
- Must have access to reliable wifi and a personal computer for remote work
- Willingness to travel to in-person meetings and events as needed.

Skills

- Strong verbal and written communication
- Attention to detail

- Self-motivated
- Strong interpersonal skills
- Working knowledge of Microsoft Office Suite (Word, Excel, Powerpoint, etc), G-Suite (Google docs, sheets), must be comfortable using spreadsheets

We especially encourage applications from people who have any of these additional qualifications:

- Video production and editing
- Proficient in Adobe suite (Photoshop, Illustrator, Premiere)
- Experience with social media marketing
- Experience with Event Planning

COMMITMENT:

- Demonstrates a strong commitment to equality for all LGBTQ+ persons, and embraces an anti-racist and anti-transphobic approach based in an intersectional understanding of the experiences of our diverse constituency.

Physical Requirements

- Must be able to remain in a stationary position 50% of the time
- This position will require occasional travel
- The person in this position may be required to sit or stand for extended periods, move objects up to 25 pounds, operate office or video equipment, open and close filing cabinets and boxes, observe visitors, and communicate messages by telephone.

Location Requirements

- Hybrid - This position is at least 70% remote. Intern will be expected to attend in person meetings at least 2 times/month with ability to travel to program events.

Next Steps

Email interns@equalityvirginia.org with the items below. Please be sure to put "Programs Intern" in the subject line of your email.

- Resume to include name, pronouns, phone, and email address
- Cover letter
 - In addition to sharing why you would like to join Equality Virginia, provide answers to the following questions (in cover letter or separate document):
 1. What do you see as the most pressing needs for LGBTQ+ Virginians?
 2. In what ways would you like to create value as an intern? (ie. skills or experience that you bring to the organization.)
 3. Describe what racial equity means to you and how you strive to create equitable communities where people and communities of color can thrive.

Here's what you can expect from our interview process:

- Application Review
- Interview with Ariana Hamidi ~45 minutes
- Final interview (as needed) ~30 minutes

Applications must be submitted by 6pm on May 17th, 2024. We are looking to fill this position by June 4th, 2024.