



Global Experiences, Inc.
209 West Street
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Annapolis, Maryland 21401
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www.GlobalExperiences.com

LGBT EXPERIENTIAL EDUCATION (INTERNSHIP) PROGRAMS, SUMMER 2011

Below is a list of current internship opportunities available through Global Experiences in Washington DC and Dublin, Ireland. These companies are requesting student applicants to work with Global Experiences directly. Global Experiences works with their principals and hiring managers to pre-qualify “best fit” interns for their current and ongoing needs. Students interested in these positions should contact Jon Peterson at Global Experiences by phone at 1-877-GE-ABROAD or (410) 267-7306. The email address for more information is: jon@globalexperiences.com. Their web site is: www.globalexperiences.com

Human Rights Campaign, Washington DC, USA

Communications & Marketing Internship

Responsible for the organization’s media relations, message development, publications, advertising and marketing, this internship focuses on media relations and publications, offering an opportunity to learn the techniques and strategies used in press outreach for a large non-profit organization, as well as the production of a variety of written materials including booklets, pamphlets, ads and brochures, along with a quarterly magazine.

Responsibilities:

- Monitoring major news outlets and preparing daily clips for staff
- Assisting in the drafting of press releases, media advisories, and other communications documents
- Pitching HRC events and news to media outlets and working to generate coverage
- Editing and proofreading
- General research duties
- Responding to internal and external requests for information
- Maintaining press contact database and administering distribution channels
- Assisting with multimedia production, including video tapings and photo shoots Managing HRC’s publications inventory
- Other administrative duties as needed



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Qualifications:

- Majors in journalism, communications, English, public relations or related fields preferred
- Professional writing, editing, proofreading and communication skills
- Strong copyediting skills, a strong command of English spelling and grammar; experience with AP style preferred
- Proficiency and experience with Lexis/Nexis and online research
- General computer skills including experience with Microsoft Office (Word, Excel, PowerPoint, etc.)
- Demonstrated interest in gay, lesbian, bisexual, and transgender issues
- Team player who is willing to pitch in and help out a definite plus — creativity welcome!

Communities & Volunteer Relations Internship

The Communities and Volunteer Relations Team supports 31 community committees made up of volunteer leaders across the country, acting as both an internal and external information conduit. Interns in the program assist the team with projects and tasks in support of our volunteers, and are included in team meetings and retreats. They may be asked to work directly with volunteer leaders across the country.

Responsibilities:

The Communities and Volunteer Relations Team Intern will work independently and collaboratively on important ongoing projects, as well as many other daily responsibilities, including:

- Preparing for the National Volunteer Leadership Institute.
- Updating community web pages, event postings, and Extranet, and monitoring sites for content and accuracy. This may include maintaining active communication with volunteer leaders.
- Work closely with volunteer coordinators across the country to make sure they have the resources that will enable them to be successful.
- Managing inventory, preparing materials, and handling shipments.
- Communicating with volunteers and supporting them in the field.
- Providing support, including administrative tasks, to the Communities and Volunteer Relations staff, and occasionally staff from other program areas.
- Other projects as needed.



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Qualifications:

- Strong writing and communication skills required. We are looking for outgoing and social individuals with excellent “people skills.”
- Ability to work independently and professionally in a dynamic work environment
- Volunteering experience strongly preferred
- Strong organizational and multi-tasking skills
- Ability to work in an interactive team environment
- Proficiency in Microsoft Office applications

Consumer Marketing Internship

The Consumer Marketing Department is responsible for the branding of the organization through merchandise. This internship focuses on Retail Operations and Consumer Marketing, offering an opportunity to learn the techniques and strategies used in merchandise outreach for a large non-profit organization. This internship represents an excellent opportunity for someone interested in learning about careers in non-profit Retail Operations and Consumer Marketing.

Responsibilities:

The Consumer Marketing Department internship consists of general administration as well as creative thinking in an upbeat environment. Responsibilities will entail a mix of administration and substantive work experience, including:

- Data entry
- Maintaining vendor and contractor files
- General research duties
- Responding to internal and external requests for information
- Assisting with Action Center needs
- Creating press packets and other materials
- Other administrative duties as needed

Qualifications:

- Majors in fashion, marketing, public relations or related fields preferred
- General computer skills including experience with Microsoft Office (Word, Excel, PowerPoint, etc.)
- Experience with graphic design, photography, HTML and/or multimedia a plus



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Diversity Internship

The mission of the Diversity Department is to foster an environment where diversity is explicitly recognized as a fundamental part of our organizational culture. Through strategic initiatives, we work with other HRC staff and our volunteer corps to position HRC as one of the most successful organizations in the country at uniting LGBT people and straight allies with people of all races and backgrounds to improve the quality of our lives.

These strategic initiatives include incorporating diversity & inclusion throughout our work as organization; expanding HRC's community of support through issue vehicles; organizing the first-ever [Women & Leadership Program](#); expanding knowledge about and services to LGBT people of color; creating opportunities for learning around issues of diversity and inclusion; and grassroots organizing and coalition-building with our steering committees, allies, and LGBT student groups on [Historically Black Colleges & Universities](#). The Diversity Intern reports to the Diversity Program Associate, and works in a team with 4 others including the Chief Diversity Officer, two Associate Directors of Diversity, and a Diversity Student Coordinator.

Responsibilities:

From May through September 2011, the Diversity Intern will focus on projects that require significant tracking, assembling, multi-tasking, mailings, and correspondence for the following:

- Partnership with the Latino/a community through *ya es hora* civic engagement campaigns – provide support to our volunteer corps of steering committees who work in a coalition of national and local organizations on campaigns that engage the Latino/a community to become full participants of U.S. democracy.
- Supporting HRC steering committees in achieving their local diversity & inclusion goals.
- Preparing for the July Board Meeting.
- HRC [Women & Leadership Program](#) – preparation and organization of application materials to this leadership development retreat for HRC's women volunteers, scheduled for late January 2012.
- Providing other support as needed in other areas of Diversity Department's work.

Qualifications:

- A mature sensitivity to working with people of diverse identities and backgrounds
- Skills for timely multi-tasking
- Professional writing and communication skills
- Basic proficiency in Microsoft Word and Excel
- Basic proficiency in Microsoft Outlook and PowerPoint a plus
- Proficiency in Spanish a plus



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Events Internship

The Gala Events Team produces over 25 fundraising gala events each year. Featuring Hollywood and Broadway entertainers as well as national, state and local political figures, HRC's Gala Dinner events are a primary mechanism for attracting new HRC members, supporters and volunteers, as well as raising funds to support the work of HRC.

Interns in the program assist Events Managers with administrative tasks and are included in weekly team planning meetings. Interns will also have the opportunity to receive hands-on experience with stage and video production, scripting, advertising and the behind-the-scenes aspect of event management, which includes everything from searching for LGBT-friendly celebrities in the news, to assisting with local events, to tracking income from each dinner. The position is perfectly suited for someone who would like to experience the creative side of community service.

Responsibilities:

The Gala Events Team Intern will have important ongoing projects assigned to them at the start of the internship, as well as many other day-to-day responsibilities including:

- Assisting with the logistics of 26 events, including shipping of auction items and supplies.
- Maintaining and updating various databases, including Silent Auction Databases and the Speaker Database.
- Researching potential celebrity guest speakers, honorees and performers.
- Drafting invitation letters to celebrity/VIP guests.
- Working closely with Events Managers to organize, record and track income.
- Assisting the Event Managers with administrative duties and special projects as needed.
- Summer and fall interns will be expected to assist with the solicitation of National Dinner silent auction items, including making in-store visits to past and potential donors.
- Fall interns will attend the HRC National Dinner in October.

Qualifications:

- Professional and responsible manner with Staff and volunteers.
- Basic proficiency in Microsoft Word and Excel with the ability to become adept at the use of these and other computer programs, including Microsoft Access.
- Strong organizational and multi-tasking skills.
- Ability to prioritize many projects and meet deadlines.
- Ability to work in a team and give input on both the logistical and creative sides of event planning.



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- Demonstrated interest in lesbian, gay, bisexual and transgender issues.

Executive Intern

Working in the Executive Office, the Executive intern provides day-to-day support for the Executive department. The Executive department consists of the President, Managing Director, Director of Executive Operations, Board Relations Manager and the Executive/Board Relations Assistant. The Executive intern is an integral part of this structure and essential to our success. This position will report to the Director of Executive Operations.

Executive Interns will:

- Provide back up to the Director of Executive Operations, including but not limited to answering phones, letter writing, scheduling, assisting with trip briefing materials, and administrative tasks as needed.
- Provide assistance to the Board Relations team in preparing for and implementing HRC board meetings, assist with board communication, and other board related tasks as needed.

Intern qualifications include:

- Positive attitude and interest in assisting staff members, and those outside the organization;
- Ability to work both independently and with other staff members;
- Strong written and verbal skills;
- Ability to multitask;
- Professional demeanor and ability to maintain confidential information.
- Experience with Microsoft Office applications (i.e. Word, Excel and Access).

Family Project Internship

The [Family Project](#) serves as a comprehensive resource for LGBT families and provides guidance to key institutions that work closely with LGBT families. The Family Project's main initiatives focus on increasing LGBT cultural competence within [adoption and foster care agencies](#), [healthcare facilities](#) and [elementary schools](#). The HRC Family Project is part of the HRC Foundation which manages much of the organization's non-political work. We are currently seeking an intern to assist the HRC Family Project staff.



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Responsibilities:

The HRC Family Project Intern's responsibilities include:

- Maintain Family Project database records including contact and policy information for [All Children – All Families](#) and the [Healthcare Equality Index](#)
- Maintain inventory of all Family Project publications and outreach materials
- Attend weekly Family Project and Public Education & Outreach Division meetings
- Assist with communications to Family Project constituency including professional contacts associated with Family Project initiatives and LGBT families
- Provide logistical support for project meetings and training sessions
- Maintain lists of activities and accomplishments of the Family Project for use in periodic reports to the staff and board of directors

Qualifications:

- Enrollment in or graduation from an accredited college or university
- Experience with Microsoft Office applications (Word, Excel, PowerPoint and Outlook) is required
- Demonstrated knowledge of and/or interest in LGBT issues is required; demonstrated knowledge of and/or interest in the issues that face LGBT parents and their children and/or LGBT youth is a big plus

BeLonG To (Social Agency), Dublin, Ireland

GAY/LESBIAN/BISEXUAL/TRANSGENDER PEER EDUCATION

This is a life altering opportunity for students who want to help “fight the good fight” by training teachers and youth workers, running awareness campaigns in schools and youth services and working with government departments to ensure that LGBT young people are heard so that positive social change. They believe that LGBT young people need to be respected and cared for on the same basis as all other young people, and that when they are safe and supported in their families, schools & society they will thrive as healthy and equal citizens. Positions are available in peer education & event marketing/promotion and youth counseling. REQUIREMENTS: Sophomore class standing, 3.0 GPA, Social Work major and/or demonstrated commitment to GLBT issues.