



Job title	<i>Programming Intern</i>
Reports to	<i>New Haven Pride Center Administrative Coordinator</i>
Start Date	<i>June 2021</i>

Job purpose

The New Haven Pride Center seeks an energetic, responsible intern to assist the Center's Program Officers and the Administrative Coordinator with the generation of programming and facilitation of said programming. Said Intern will also be responsible for small marketing aspects of all programming as we shape the future of the New Haven Pride Center.

Duties and responsibilities

- Assist with the creation of marketing materials for
- Assist with the creation of social media marketing posts
- Assist Program Officers with the generation of programming
- Facilitate programming as needed
- Acquire articles, community events, and outside resources separate from the Center's programming content and assist with the execution of said materials
- Assist with updating and maintaining the Center's events calendar
- Additional duties and responsibilities as needed

Qualifications

Persons in this position should:

- be able to work on and meet deadlines
- have strong organizational skills
- have strong verbal and written communication skills
- be proficient in computer programs including Microsoft Office, Microsoft Excel, and Google Docs
- have some office experience
- have some programming experience
- be proficient with social media such as Facebook, Twitter, Instagram, Twitch, and YouTube

Compensation

This is an unpaid internship. If the intern requires school credit for said internship the New Haven Pride Center can provide approval for the internship hours and the skills obtained to said school, whether High School or College.