

# GSA Events Intern Job Description

**Title:** GSA Events Intern

**Job Status:** Volunteer/Internship

**Reports to:** Program Manager / Coordinator

**Work Schedule:** 10-15 hrs, flexible

## Organization and Position Overview:

Gay-Straight Alliance Network (GSA Network) is a statewide, youth-driven, social justice organization based in San Francisco that empowers youth activists fighting homophobia and transphobia in high schools and middle schools. GSA clubs provide support to lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth who are facing pervasive discrimination and harassment at school. As a non-profit organization formed in 1998, GSA Network provides resources, training, and grassroots organizing support to clubs working to educate schools about LGBT issues and organize for social change. GSA Network currently runs a network of more than 850 GSA clubs throughout California.

The GSA Events Intern is responsible for assisting the GSA Network Program team in preparing for successfully executing program events. These events vary in size depending on the time of year and range from GSA Network's Pride contingent to Summer Camp to a Lobby Day at the Capitol. This intern will work closely with program staff to learn the ins and outs of running a successful LGBT youth program. A demonstrated passion for LGBTQ youth leadership and empowerment, an understanding of youth culture, and commitment to social change is required for all positions at GSA Network.

## Job Duties:

- Support GSA Network program staff with the following events:
  - GSA Pride Contingent (summer internship)
  - Summer Camp (summer internship)
  - Youth Empowerment Summit (fall internship)
  - Queer Youth Advocacy Day (spring internship)
- Process pre-event registrations
- Assist with onsite registration if applicable
- Assist with responding to or fulfill requests for event info
- Post event data entry
- Other program-related tasks, as appropriate
- Other duties as assigned

## Qualifications:

- Excellent attention to detail
- Experience with even planning a plus
- Solid time management skills
- Strong oral and written communication skills
- Ability to multi-task and work in a fast-paced organization
- Demonstrated commitment to social justice, anti-oppression work, and LGBTQ rights
- Demonstrated ability to work as part of a team and with people from a variety of different racial, ethnic, socioeconomic, educational, religious, sexual, gender, and generational backgrounds

## To Apply:

Send cover letter and resume to [intern@gsanetwork.org](mailto:intern@gsanetwork.org) or mail to:

GSA Network, 1550 Bryant Street, Suite 800, San Francisco, CA 94103.

Specify job title and desired internship location when applying; no phone calls or faxes please.

## Equal Opportunity Employer:

GSA Network, is an equal opportunity employer and encourages applications from youth, people of color, people of all sexual orientations and gender identities, and people with disabilities.