

GSA Member Services Intern Job Description

Title: GSA Member Services Intern

Job Status: Volunteer/Internship

Reports to: Administrative Manager

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 790 GSA clubs throughout California.

The GSA Member Services Intern is responsible for assisting the Administrative Manager in maintaining the data for and responding to resource requests from GSA clubs all over the state. The intern is also responsible for providing administrative assistance to the GSA Network Management team. Interns in this position will gain concrete skills for careers in Member or Client Services and Non-Profit Administration. This internship is ideal for someone interested in an entry-level nonprofit Administrative position. 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:

- Maintain and update accurate records of existing GSA clubs
- Process new GSA registrations and ensure new GSAs have a positive experience joining GSA Network
- Respond to or fulfill requests for materials, resources, and poster orders
- Data Management
- Help Prepare E-Blasts to GSAs and our weekly GSA Network News
- Occasional program-related tasks, as appropriate
- Other duties as assigned

Skills Gained at the end of this assignment:

- Basic Administrative skills
- Reception and Phone skills
- Practical skills in member or client services
- Familiarity with Drupal Websites
- Familiarity with CiviCRM data management systems
- Familiarity with Constant Contact mass emailing program

Qualifications:

- Excellent attention to detail
- 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 lvaldez@gsanetwork.org or mail to:

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

Specify job title 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.