

New Media and Design Intern Job Description

Title: GSA Network New Media and Design Intern

Job Status: Volunteer/Internship

Reports to: Communications 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 Network New Media and Design Intern will work with the Communications Manager to maintain GSA Network's presence online through new media. Additionally this intern will work with the GSA Network management team to maintain GSA Network's brand identity while increasing online visibility. Some graphic art/design may also be needed. A qualified candidate should demonstrate either a familiarity with Web 2.0 or with graphic design software. An ideal candidate will have some experience with both. Some writing may be required with the assistance of the Communications Manager. 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:

- Social Media outreach to increase web 2.0 presence
- Assist in maintaining GSA Network's new media and Web 2.0 presence including:
 - Updating GSA Network's Blog
 - Uploading Spotlight Videos
 - Promoting GSA Network's Facebook FanPages
 - Updating Facebook Cause
 - Tweets via Twitter
- Assist in designing online survey tools
- Manage photo gallery online for GSA Network events
- Produce graphic design as required for GSA Network events
- Other duties as assigned

Qualifications:

- Must be an enthusiastic user of Facebook, MySpace, Flickr, YouTube and/or other Web 2.0 tools
- Must be familiar with the process of creating and customizing content on the above sites
- Blogging experience highly desired
- Familiarity with Drupal/ CiviCRM websites a plus
- Familiarity with Photoshop, Indesign or similar design program
- Excellent attention to detail
- Solid time management skills
- Excellent 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.