[**Pride Foundation Internship**](http://www.pridefoundation.org/wp-content/uploads/2013/02/Pride-Fdn-RDO-Alaska-FINAL.pdf) **Program**

A Pride Foundation internship is an ideal experience for someone interested in a career in the nonprofit sector, particularly in philanthropy, and in applying their education and skills in a real-world environment. Learning opportunities include:

**Career exploration**

* Exposure to processes and practices used in community foundations from engagement with a community grant cycle, a scholarship cycle, to analyzing data, to handling research.
* Exposure to how LGBTQ philanthropy fits into philanthropy as a whole and understanding the expectations of donors, volunteers, scholars and grantees, and the communities we serve.

**Skill development**

* Gain experience in use of the grants and scholarship application software, donor and volunteer database software, and other web based tools such as developing and facilitating webinars.
* Learn to work as part of a collaborative regional team.
* Receive supervision, coaching, mentoring, and training opportunities.

**Internship Opportunity Descriptions:** *All internships are based in the Seattle, Washington office, and are currently unpaid. Internships last 10 weeks or longer at 8 hours or more a week, with some exceptions. Intern hours take place Monday through Friday, between 9:00AM and 5:00PM.*

**Grants Program** seeks to fund proposed ideas, projects, and strategies from community organizations as they work toward enhancing the lives and addressing the needs of LGBTQ youth, adults, and families by positively impacting local communities in Alaska, Idaho, Montana, Oregon, and Washington.

* Researching best practices in granting programs, developing landscape and areas of impact studies, assisting with evaluation of the grants program overall.
* Supporting the community grants cycle including reading and evaluating grant applications, recruiting reviewers, and helping organize and process program data

**Development/Community Engagement Program** conducts outreach and relationship building activities to identify and engage philanthropic partners who are the center of this donor-supported community foundation.

* Assisting with event planning activities for a variety of events ranging from house parties to large gatherings.
* Developing timelines, surveys, tracking spreadsheets and other tools to increase project management efficiency.
* Researching innovative methods of resource mobilization.

**Scholarship** **Program** provides post-secondary educational scholarships to current and future leaders in the lesbian, gay, bisexual, transgender, queer (LGBTQ+), and straight ally communities in Alaska, Idaho, Montana, Oregon, and Washington.

* Supporting the scholarship cycle –reviewing scholarships, recruiting reviewers, facilitating review groups, helping organize and process program data.
* Assisting with growing our Scholarship Alumni Network including outreach, surveying, and engaging with past Pride Foundation Scholars.

**Communications Program** engages, informs, and inspires Pride Foundation’s friends, donors, volunteers, grantees, scholars, and the public.

**Communications**

* Assists with crafting and promoting effective and cohesive messages reflecting on complex and sensitive community issues.
* Work as part of a team with Communications and Outreach Manager to creatively brainstorm and develop new design concepts, graphics, and layouts for social media and sponsorship advertising purposes
* Assists with creating, coordinating, edit, and deploy digital and print communications including social media pages, blog posts, eNewsletter, brochures, advertisements, and annual report
* Working directly with Pride Foundation fundholders to learn, record, and share the stories of their funds.

**Digital Communications**

* Generate, edit, publish, and schedule daily, up-to-date content (text, images, video) that builds meaningful connections and encourages community members to take action.
* Moderate all user-generated content and collaborate with Communications and Outreach Manager in situations of questionable comments or feedback.
* Collaborate with programs and regional staff teams to ensure unified voice, manage online reputation, and coordinate actions.

**Qualifications**

* Passion for LGBTQ communities, social justice, and the nonprofit sector.
* Experience with software platforms including Microsoft Office and social media.
* Organized, able to work independently, take initiative, and ask for help when it’s needed.
* Ability to think creatively and learn quickly.
* Writing and editing skills for delivering messages in simple, understandable ways

**How to Apply**

Visit our website, [**www.pridefoundation.org**](http://www.pridefoundation.org), and click on “Who We Are” and then select “Internships” with more information and our online application.

Staff contact point:

**Eden Shore**
Volunteer Manager
2014 E. Madison St, Suite 300
Seattle, WA 98122
**Eden@pridefoundation.org**

206.323.3318