



Sacramento LGBT Community Center

Sacramento Pride March & Festival

Pride Internship



Job title: PRIDE MARCH INTERN	Management Level: INTERN
Reports to: FESTIVAL DIRECTOR / AFD	Reporting: ROUTE MGR / REGISTRATION MGR
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Volunteer Position <input type="checkbox"/> Paid Position

Essential Duties and Responsibilities:

The Pride March Intern will report directly to the Pride March Coordinator and will be responsible for all matters related to the March. Coordinate with Festival Director and AFD to compile and record all March applications, to include offering suggestions for parade placement, categorizing according to application specifications. **Consult with Vendor Coordinator to ensure all vendors have been offered March purchase options and that all March participants have been offered Vendor Booth options.**

The Pride March Intern will work closely with the Festival Director / AFD to identify areas of the March that can be enhanced.

Must be available the Saturday to Sunday of SacPride

Additional duties include becoming familiar with Festival and Event operations, needs, timelines, etc. Monitors event logistics in order to ensure that all departments and elements are in compliance with the rules and regulations set forth by festival and local city ordinances. Oversee all matters related to registration, organization, operations, tear down and completion of Pride March festivities. Oversee all assigned volunteers to ensure facilities used are left in better conditions than received. Attend monthly planning meetings.

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal/external customers
- Basic computer proficiency (MS Office – Word, Excel and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer/contractor service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- High school diploma or GED required, as well as previous experience in public relations, management or event planning
- **Must be 21 in age or over**
- **Supervisory experience preferred**
- Understanding of LGBT, social justice and civil rights policy issues preferred

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 50 lbs
- Must be able to speak, read and write English proficiently
- This event is held during the beginning of summer and may require operating in summer weather conditions
- The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ+ community. Understanding of and adhering to this mission is the guiding principle behind all the work and duties described within