

Outreach and Training Institute Internship

As an intern at the Outreach and Training Institute through the Sacramento LGBT Community Center, you will be involved in increasing awareness of the Center's programs, services, and events and assist the director with outreach and training. You will work closely with the Institute director to achieve community outreach goals and community training goals. This role will require excellent communication skills, a desire to learn about and connect with the Sacramento LGBTQ+ community, and willingness to learn and grow.

Key Responsibilities:

- Familiarizing yourself with the Center's mission, vision, and goals
- Educating the community on Center programs and services
- Building rapport with community members and groups
- Monitoring incoming training request and outreach requests
- Representing the Center at events, specifically Get Centered tours
- Brainstorming ideas and collaborating in training and workshops
- Maintaining and organizing outreach materials
- Assist the Outreach and Training Director in tasks directly relating to outreach and training

Position Requirements:

- Excellent verbal and written communication skills
- Friendly, approachable, and outgoing personality
- Willingness to collaborate and learn new skills
- Working knowledge of the Center and its programs
- A strong commitment to the mission of The Sacramento LGBT Community Center

If you are interested in this position, please email your resume and cover letter to the Outreach and Training Institute Director at Judah.Joslyn@saccenter.org