



STONEWALL
ALLIANCE CENTER

STONEWALL ALLIANCE OF CHICO
PHONE: (530) 893-3336
EMAIL: CENTER@STONEWALLCHICO.ORG

INTERNSHIP OPENING: WRITING & STRATEGY FOCUSED PUBLIC RELATIONS

REPORTS TO: Events & Communications Coordinator

STATUS: Part-Time (8-16 hours/week)

COMPENSATION: Unpaid Intern position, no monetary compensation

LOCATION: Stonewall Alliance LGBT*Q+ Center, Chico, CA

JOB SUMMARY:

The Writing and Strategy Focused PR Intern writes and disseminates electronic and print materials to engage and inform the local LGBT*Q+ and ally community about Stonewall's programs, services and events as well as announcements from partnered organizations, current events, and community-wide information. This position collaborates with the Visual and Graphics Focused PR Intern to create, publish and manage content in social media, emails, newsletters, websites, press releases, posters, and other media, with particular attention paid to timeliness, intersectionality, accessibility and relevance to the queer and trans* community.

ESSENTIAL FUNCTIONS:

1. Creates and schedules social media posts to advertise upcoming events and program announcements on Facebook, Instagram and Twitter;
2. Finds and shares information from Stonewall's community partners and relevant current events via social media;
3. Creates and/ or assists in managing certain Facebook event pages, Instagram accounts, group pages and general Stonewall pages;
4. Writes and disseminates copy for emails, newsletters, websites, press releases, etc.;
5. Will occasionally make graphics and/ or use pictures and videos in PR;
6. Connects with newspaper, television, radio and other media entities to deliver press releases, information, or set up ads/ interviews;
7. Assists in creating fliers and posters; leads team in postering throughout Chico;
8. Attends Stonewall staff and event meetings when appropriate;
9. Actively learns about and contributes to Stonewall's programs, resources, community relations, events and values by attending competency trainings, assisting in office and front desk duties, assisting during events, and assisting in outreach tabling program;
10. Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

1. Passion for the Center's mission and work to create a region where LGBT*Q+ people thrive;
2. Familiarity with LGBT*Q+ issues, social justice, activism and/ or community nonprofit work, as well as a commitment to seeking out useful information, resources and opportunities for people of all identities and backgrounds within the LGBT*Q+ community;



3. Superior written and verbal communication skills;
4. Advanced knowledge of Facebook and Instagram as social media platforms, as well as social media management programs such as Hootsuite or Sendible;
5. Experience working in deadline-driven and fast-paced environments;
6. Understanding of when/ where/ how to advertise community events and services online and in print media, or of how to find this information;
7. Ability to organize and direct volunteers in an effective street postering and online media sharing campaign;
8. Ability to organize complex program calendar and create effective posting schedule;
9. Collaborative, flexible, self-directed, and open-minded.
10. Commitment to work effectively with and serve people of any race, ethnicity, nationality, sexual orientation, gender identity, socio-economic background, housing status, religion, age, English-speaking ability, citizenship or immigration status, and physical or mental abilities in an intersectional environment.

REQUIREMENTS:

1. Pursuing a degree/ education in a field related to PR, communications or LGBT*Q+ studies.
2. Ability to speak/read/write effectively in English is required.
3. Access to reliable transportation is required.
4. Weekly internship must be primarily completed during weekday afternoons, M-F 12-6pm (Stonewall's open hours) at the Stonewall Center. Occasional hours may be obtained outside of these times when the intern is working on a Stonewall event, performing outreach tabling, etc.
5. The person in this position may be asked to sit or stand for extended periods, move objects up to 25 pounds, ascend/descend stairs, operate office equipment, open and close filing cabinets and boxes, take notes, and communicate messages by telephone. The intern should notify their supervisor(s) of any physical limitations which make these tasks difficult or impossible, so that appropriate accommodations can be made.

EQUAL OPPORTUNITY:

The Stonewall Alliance of Chico is proud to be an equal opportunity employer:

People of color, transgender and gender-non-conforming people, persons with disabilities, intersex people, women, and persons who are LGBT*Q+ are highly encouraged to apply.

The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability, medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.



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ABOUT THE ORGANIZATION:

Stonewall Alliance is committed to cultivating a safe, open, inclusive environment for all members of the gender and sexual minority and ally community. Stonewall Alliance's goal is to unite, strengthen, and affirm the community through support, resources, education, advocacy, and celebration. Stonewall provides:

- Free, low-cost counseling for all individuals
- Cultural sensitivity training to other organizations, businesses, and schools
- Free support groups that specialize in community issues - such as parents of the LGBT*Q+ community, trans teens, etc.
- Advocacy services including legal name and gender marker changes, gender expression services, and individualized appointments
- Low-cost counseling
- Free and confidential HIV and Hepatitis C testing and counseling
- Events that celebrate diversity

TO APPLY:

Go to stonewallchico.com/internship to fill out our Internship application, which will include an upload of your resume and a cover letter detailing why you'd like to work with Stonewall, what background/ experience/ skills make you a good fit for our organization, and which intern position you are applying for.

For more information or for questions, contact us at 530-893-3336 or center@stonewallchico.org.