

CoastPride Internship

Job Title: Intern

Purpose: To support CoastPride staff with administrative and community engagement activities that move us towards our mission of creating a coastside that supports and celebrates people of all sexual orientations and gender identities.

Start date: As soon as possible

Duration: minimum 6 months

Hours: Flexible and will be discussed with candidates

Location: Hybrid - some in-person work required at CoastPride Center (711 Main Street, Half Moon Bay)

Pay: Unpaid

Responsibilities and Duties:

Note that tasks will be discussed with candidates prior to hiring and assigned based on the needs of CoastPride and the candidate's availability.

Administrative

Assisting CoastPride with administrative tasks such as:

- Updating donor database and contact database
- Tracking event attendance and volunteer hours
- Coordinating with volunteers for Center events
- Keeping the Center clean and doing monthly supplies inventory
- Updating CoastPride slide deck
- Website
 - Assisting with website update - i.e. reviewing the website pages and updating resource information (no web design required)
 - Ensuring that the website calendar stays up to date
 - Writing thank you cards

Outreach

Raising awareness and sharing resources. The primary duties and responsibilities are to take content (photos and short written descriptions) from staff and volunteers and to regularly post to FB and Insta. Share resources by tabling.

Center Greeter

Keeping the CoastPride Center doors open two to three days a week. Greet visitors, assist them in finding resources, talk with them to understand their needs and pass that information along to other CoastPride staff.

Community Events

Increase visibility and education of LGBTQ+ issues. Many events are also fun and promote community and connection. In collaboration with other CoastPride staff and volunteers: identifying target population to be served, planning outreach, handling logistics before and at the event, mapping a site plan for event, identifying who will do what, what is needed and by when, and attending the event. Some of our community events include:

June Pride

During Pride month, CoastPride partners with businesses, nonprofits, cities (Half Moon Bay, Pacifica, Pescadero) libraries, and community members to co-sponsor Pride activities. Pride Month commemorates the 1969 Stonewall Uprising, and here on the coastside, we raise flags and banners, hold parades and parties, convene educational events (movies, speakers, trainings), promote live theater (including drag performances). It is part political activism and part celebration of all the LGBTQ+ community has achieved over the years.

October LGBTQ History and LatinX Heritage Month

During October LGBTQ month, CoastPride partners with businesses, nonprofits, cities (Half Moon Bay, Pacifica, Pescadero) libraries, and community members to co-sponsor community activities. This is a time for celebrating and learning together through community events.

December World Aids Day

On or around December 1st, we have speakers, share personal stories, and have intergenerational discussions about HIV and Aids.

Required Qualifications:

- Flexible, compassionate and energetic attitude
- Excellent time management skills
- Highly organized and efficient
- Computer literate with proficiency in Google Drive, MS Word, Excel, PowerPoint, and social media platforms
- Excellent written and verbal communication skills
- Able to recognize and affirm—and/or willingness to learn—that LGBTQ+ persons live at intersections of race, ethnicity, class, culture, HIV status, sexual orientation, gender, gender identity, spirituality, and ability. (Required)
- Sensitivity to and knowledge of the unique life experiences, challenges, and strengths of LGBTQ+ community members.

Preferred Qualifications:

- Bilingual in English and Spanish

If interested, please email a cover letter & resume to contact@coastpride.org