



Volunteer & Event Management Intern

About Us

The mission of The Center – Pride Center San Antonio is to serve the lesbian, gay, bisexual, transgender, and HIV communities by connecting them and their families to community resources and organizations related to health, wellness, support, education, activities, and advocacy.

Environment & Culture

There's a lot of laughter in the office, and yet we take our work very seriously. We are informal but work with a high degree of professionalism. We work hard, care a lot about details, and work both independently and as part of a team. If these seem like impossible contradictions, then you might not like us. If this makes sense, we might be the right place for you.

The Volunteer & Event Management Intern will report to the Executive Director, in collaboration with support staff, and will collaborate on all aspects of the volunteer management process including recruitment, scheduling, outreach, training, and ongoing communications. This intern will provide support with administrative tasks, manage the volunteer newsletter, and assist with events as needed.

This internship will begin as a virtual internship with the potential to become an in-person opportunity, COVID safety precautions allowing.

Job Responsibilities

Volunteer Management: Review and process volunteer applications.

Scheduling: Ensure all Center events and drop-in Center hours are appropriately staffed at all times.

Communications: Help volunteers and the Center track completed volunteer hours. Answer volunteer questions and direct volunteers to resources as needed.



Newsletter Creation: Oversee the creation of a monthly volunteer newsletter to keep all Center volunteers up to date with ongoing opportunities and Center needs.

Onboarding: Continue training and education for incoming and recurring volunteers.

Administrative: File proper volunteer forms, incident reports, and service verification forms.

Outreach and Recruitment: Connect with potential volunteers. Support retention initiatives to keep dedicated volunteers connected to the Center.

Supervision: Participate in the recruitment of volunteers. Assist in overseeing all volunteers, including those during Special Events.

Accessibility Strategy: Support efforts to further the accessibility of all volunteer opportunities.

Qualifications

Familiarity with issues impacting the LGBTQ+ community

Strong customer service skills

Excellent written communication skills

Excellent organizational skills and attention to detail

Ability to conceptualize and implement projects

Ability to take initiative and work independently

Ideal candidates will be bilingual (Spanish/English or ASL/English) and/or seeking college credit for this internship

Are you a good fit?

We have a very specific philosophy of how we do our work and require people to be a good fit, so please read this section carefully. We need people who are hard-working and consistent.

Listening skills and the ability to think critically and sensitively are extremely important. We are looking for open-minded people who are comfortable giving and receiving feedback. Having a strong sense of one's personal strengths and weaknesses as well as high standards of professionalism are required. The right person should have a high degree of initiative, and the ability to work productively in a sometimes-chaotic environment. We value individuals who are excited to contribute concrete ideas to improve organizational systems.



Additional Information

Starting date: February 2022

Compensation: Stipend

Job hours: This is a part-time internship. Anticipated hours are up to fifteen (15) hours per week, two times per week, Monday through Saturday, from February through June & July through November, with a possibility to extend. The position will require additional hours when needed. Some afternoon meetings are mandatory. The position requires extra hours of work the day prior to and the day of events.

Pride Center San Antonio values the leadership of Black, Indigenous, people of color and LGBTQ+ individuals, and strongly encourages people of all traditionally underrepresented identities to apply. No applicant will be discriminated against because of race, color, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws. The Center is committed to the full inclusion of all qualified individuals. As part of this commitment, The Center will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us at hire@pridecentersa.org.

Application Process

Please submit the following to hire@pridecentersa.org

- Cover letter: All candidates are strongly encouraged to develop a cover letter that describes how their qualifications, experiences and past successes intersect with The Center's goals for this position.
- Resume/CV

Emails should have the subject line "Volunteer & Event Management Intern" and all attachments must be received; incomplete applications will not be considered. Due to the anticipated volume of applications only principal, qualified candidates will receive a response. All questions should be sent by email; no phone calls to The Center directly.