LGBTQ Affairs Intern
Allegheny County Department of Human Services

Application Deadline: Rolling; preference will be given to applications submitted by December 4, 2015

Description:

The LGBTQ Affairs intern will support the efforts within the Allegheny County Department of Human Services (DHS) to improve cultural sophistication and service provision to the LGBTQ community. The intern will work with DHS staff and community partners to better understand what resources DHS and its provider staff need to inform their service delivery; the intern will help to develop resources to address these needs.

Primary job responsibilities:

- Regularly draft and maintain newsletters to DHS staff and service providers with resources to inform their work
- Assist in researching and designing a train-the-trainer model to implement training efforts
- Participate as a co-facilitator for ongoing LGBTQ and Safe(r) Space trainings
- Explore grant funding opportunities; possibly contribute to drafting a grant application
- Create new methods to share information about existing resources with community members and providers
- Research practices adopted in other localities to better serve the LGBTQ population
- Participate in the DHS LGBTQA Champions Group
- Support the work of the DHS LGBTQ Community of Practice
- Serve as the DHS LGBTQ Liaison for our LGBTQ partner organizations

Qualifications:

- Graduate student preferred
- Strong written and oral communication skills
- Strong research skills
- Experience contacting and collaborating with community agencies
- Must have an interest in helping DHS improve services to the LGBTQ community

Through the course of the project, the intern should expect to learn more about qualitative research methods and strengthen his/her communication and critical thinking skills.

Eligibility: Applicants must be enrolled as a student

Timeframe: Spring 2015 – Winter 2015. The internship is part time (approximately 20 hours per week) during the school year. There is the potential for the internship to be extended into a full time internship in the summer.

Compensation: Paid Internship

To Apply: Resume and cover letter required.

2015