



Lesbian Gay Bisexual Transgender Resource Center

2024-2025 Programming Internship Descriptions

The Programming Team

The Lesbian Gay Bisexual Transgender Resource Center (LGBT RC) Programming Team is composed of student interns that coordinate educational programs. The programming team supports the social justice education program, assist the Assistant Director with the coordination of signature events including but not limited to: LGBTQIA+ Welcome, Transgender Day of Remembrance, Transgender Day of Empowerment, Out and Proud Series, and Affiliates Leadership Series.

Qualifications:

Programming Interns should:

- Be able to understand and articulate social justice issues.
- Must be committed to the mission and vision of the UC San Diego LGBT Resource Center and serve as an enthusiastic representative of the LGBT RC.
- Have proven experience working cooperatively as part of a team.
- Strong interpersonal skills and the ability to work collaboratively with diverse students, staff, faculty, and community members.
- Ability to effectively manage time and multiple projects.
- Ability to stay well-informed of current events on campus and general campus climate.
- Previous experience organizing events preferred, with demonstrated interest in creative educational programming at UC San Diego around LGBTQIA+ issues.

The Audre Lorde Intern for Liberation and Healing

- In collaboration with programming interns, create two active programs per quarter that focus on themes of liberation, healing, sexual health, reproductive health, and empowerment in and for the LGBTQIA+ community.
- Create one passive program per quarter that focuses on themes of liberation, healing, and empowerment in and for the LGBTQIA+ community.
- Engage the theme of the internship using various approaches, including the arts, community building, social justice, history, and media.
- Ensure that programs meet the educational mission of the LGBT Resource Center
- Publicize and build awareness of each program through the Rainbow Newsletter, Campus Community Centers, student organizations, campus departments, and word of mouth
- Complete required program paperwork, including receipts, program proposals, and program evaluations.
- Track spending for program costs
- Update LGBT RC page on social networking sites (e.g. Facebook) as necessary

The Bayard Rustin Intern for Education and Activism

- Maintain and update the Rainbow Library, the book library, the media library, and the resource library
- Organize library categories so that resources are physically accessible and that categories reflect the mission of the LGBT RC Library
- In collaboration with programming interns, create one active programs per quarter that focus on themes of social justice education, activism, and positive social change in and for the LGBTQIA+ community such as a book club, spoken word event, or activism event.



Lesbian Gay Bisexual Transgender Resource Center

- Maintain center bookcase displays
- Create two passive programs per quarter that focuses on themes of education, activism, and positive social change in and for the LGBTQIA+ community utilizing center art walls, bookcases, and boards
- Engage the theme of the internship using various approaches, including the arts, community building, social justice, history, book clubs and media
- Ensure that programs meet the educational mission of the LGBT Resource Center
- Publicize and build awareness of each program through the Rainbow Newsletter, Campus Community Centers, student organizations, campus departments, and word of mouth
- Maintain LGBT RC social media as necessary
- Complete required program paperwork, including receipts, program proposals, and program evaluations
- Track spending for program cost

The Sylvia Rivera Intern for Community Organizing

- Support the Assistant Director with the Affiliates Program by co-coordinating a quarterly leadership program for Affiliates
- Outreach to organizations to build partnerships with the LGBT Resource Center
- Create one passive program per quarter that focuses on themes of activism and human rights as it relates to the LGBTQIA+ community
- Engage the theme of the internship using various approaches, including the arts, community building, social justice, history, and media
- Ensure that programs meet the educational mission of the LGBT Resource Center
- Publicize and build awareness of each program through the Rainbow Newsletter, Campus Community Centers, student organizations, campus departments, and word of mouth
- Complete required program paperwork, including receipts, program proposals, and program evaluations
- Track spending for program costs
- Update LGBT RC page on social networking sites (e.g. Facebook) as necessary

The Hiroshi Endowed Internship for Social Justice Education

- Responsible for the coordination, outreach, and promotion of the Social Justice Education program in collaboration with Assistant Director.
- Recruit, train, and foster positive relationships with social justice education facilitators.
- Support implementation of LGBT Resource Center Signature Programs including but not limited to: LGBTQIA+ Welcome Orientation, Transgender day of Remembrance, Transgender Day of Empowerment, and Out and Proud Series).
- Support weekly LGBT RC social justice education and leadership efforts including but not limited to trainings and discussions.
- Respond to all inquiries regarding the Social Justice Education Program.
- Support coordination of social justice education programs, including workshops for various departments and university organizations, facilitator training, and a social justice education program end of the year banquet in collaboration with Assistant Director.
- Update LGBT RC page on social networking sites as necessary.

Trans and Nonbinary Community Education Intern

- Responsible for the coordination, outreach, and promotion of the Social Justice Education program in collaboration with Assistant Director and Hiroshi Endowed Intern for fall quarter



Lesbian Gay Bisexual Transgender Resource Center

- Support implementation of LGBT Resource Center Signature Programs including but not limited to: Transgender day of Remembrance, Transgender Day of Empowerment,
- Support weekly LGBT RC social justice education and leadership efforts including but not limited to trainings and discussions.
- Coordinate 1 program per quarter focused on Trans, nonbinary, gender questioning, agender, and gender diverse issues
- Maintain the Gender Affirming Care Closet including keeping track of inventory, updating processes, and recommending items to be added

POSITION OVERVIEW

Student interns are responsible for keeping the Lesbian Gay Bisexual Transgender Resource Center (LGBT RC) open during operational hours and are the front line representatives of the LGBT RC to the UC San Diego community. Therefore, it is imperative that student interns maintain good connections with all community members by creating and maintaining the RC as an open and diverse space to explore issues of gender identity and sexual orientation. Student internships are tied to their academic careers at UC San Diego. Student interns are required to enroll in the two (2) unit Critical Gender Studies Practicum (CGS 198) for Spring 2024. Each of the nine (9) student interns will also have a programming or operational area of responsibility within the Resource Center. Interns are employed from **June 7, 2024- June 6, 2025**

REQUIREMENTS FOR EMPLOYMENT

- Must be a full-time UC San Diego undergraduate student for the entire academic year with registration fees paid in full
- Must be able to work 10 hours per week
- Total employment hours at UC San Diego must not exceed 19.5 hours per week
- Must be able to work afternoon/evening shifts between 4:00pm – 7:00pm
- Must attend Fall Staff Training September 16-25, 2024.
- Must be enrolled in the Critical Gender Studies (CGS) 198 class in the Spring of 2024, Mondays 3-4:20pm
- Must be available Wednesdays 3-4:30pm during duration of the Internship
- Duties may require direct contact with children (defined as individuals under the age of 18); completion of the Child Abuse and Neglect Reporting Act (CANRA) form will be required.
- Employment is subject to a background check

SPECIFIC RESPONSIBILITIES

Administrative

- Check e-mail once a day
- Complete timesheets every week



Lesbian Gay Bisexual Transgender Resource Center

- Provide supervisor with quarterly schedule prior to commencement of each academic quarter, and notify supervisor of any schedule changes
- Complete program proposals and evaluations

Front Desk Duty

- Greet incoming visitors
- Give center tours
- Direct visitors to appropriate resources
- Provide primary phone reception
- Perform daily, weekly and monthly space maintenance
- Open and/or close the Resource Center

Training and Staff Meetings

- Must attend Staff Training September 16-25, 2024.
- Attend weekly supervision meetings, Wednesdays 3-4pm
- Attend weekly small team meetings, Wednesdays 4-4:30pm

Office Hours

- Complete area of responsibility for specific internship
- Complete other projects as assigned by professional staff
- Maintain visible presence in the RC during office hours

LGBT RC Events and Programs (as designated by professional staff)

- Attend and possibly staff LGBT RC Signature Events, including, but not limited to, LGBTQIA+ Welcome Orientation, World AIDS Day, Out and Proud Series, and Rainbow Graduation
- Attend quarterly LGBT RC Advisory Board meetings and present internship report from previous quarter

Academic Integration

- Enroll and complete CGS Practicum (2 units) Spring 2024

Other Duties as Assigned



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