



Lesbian Gay Bisexual Transgender Resource Center 2024-25 Marketing and Outreach Intern Job Description

Marketing and Outreach Intern

- Maintain LGBT RC page on social networking sites
- Create content and digital / social campaigns for LGBT RC page on social networking platforms in collaboration with educational programming, center events, and current events
- Responsible for the design of publicity and promotional materials for the RC's events. Including but not limited to flyers, invitations, posters, and social media outlets
- Responsible for maintaining internal outreach documents (submission forms, graphics, marketing folder, and outreach plan)
- Take the lead on posting flyers throughout campus and mailing flyers to those on the LGBT RC Mailing List
- Take the lead on documenting the RC's events and programs by taking photos and video footage
- Coordinate publicity efforts with interns, staff, and volunteers
- Maintain publicity materials on the front desk, barn door, and outside case displays
- Make announcements in classrooms, department meetings, and student organization meetings to promote center events and opportunities (intern hiring, volunteer opportunities, signature events, LGBT RC overview)

Outreach and Operations Intern

Job Duties

- Produce the Rainbow Newsletter, the center's weekly electronic newsletter including
- Promote center events and resources by submitting information to campus newsletters, outreaching to campus departments, posting flyers.
- Maintain, update, and organize the rainbow@ucsd.edu email account and respond to and/or forward messages appropriately
- Assist the Operations Coordinator in maintaining and updating the center calendar, website, online registration forms.
- Update the LGBT RC board publicity board
- Maintain Rainbow Outreach cart with promotional materials, sign in sheets, and relevant information

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**



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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
- 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



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- 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