

LGBTQ Programs Intern Application

About Capitol Hill Village

Capitol Hill Village (CHV) is a non-profit organization, with approximately 400 members and 250 volunteers that helps older adults navigate and embrace the opportunities of aging. We are one of 13 Villages located in Washington, DC and the second oldest in the United States. Through the efforts of volunteers, members, partners, and staff we provide a wide range of services and programs that promote the well-being of all older adults in our community. CHV's vision is older adults thriving in a vibrant, inclusive, and age-friendly community. To that end, CHV has programs and services for members across the spectrum of health, mental acuity and economic means, and actively pursues ethnic and cultural diversity among its staff, board, members and volunteers.

Position Summary

This is a unique opportunity for a student interested in developing a firsthand understanding of working in a community driven non-profit. We are seeking someone who is driven, task-oriented, and passionate about engaging in community work, and interested in working with older adults and members of the LGBTQ community to reduce isolation and improve quality of life. The intern would work directly with our Digital Media and Grant Program Strategist, who is responsible for our social media, website, and LGBTQ grant.

This internship will be conducted in person and virtually. This internship would have a 7-month duration (October 2023 to May 2024 with a break in January if the student has winter break). With the opportunity to continue into the summer (May 2024 to August 2024).

Interns are expected to work between 8 to 12 hours/week and some weekend hours as needed, but may work more if their academic program requires. This would be an unpaid internship. We can provide a transportation stipend.

Intern Responsibilities

Breakdown of responsibilities: Approximately 35% of the time will be spent on Programming Support; 40% on Special Projects; and 25% on Administrative Duties. Possible flexibility in hours on intern days (not always normal 9 to 5).

Graphic Design

- Design event flyers and outreach materials

Communications/Outreach

- Conduct 1 on 1 engagement with members/community members
- Assist with community outreach events (minimum of two)
- Advertise events on social media/online sources
- Assist with our monthly LGBTQ newsletter email blast

Programming

- Plan and implement pride month programming
- Assist with running intergenerational social hours
- Support DC Villages programs

Special Projects

- 2024 LGBTQ Intergenerational Symposium
- LGBT Inclusion Work
- Safe Spaces/Care Communities Project

Other responsibilities as needed

Benefits

- A transportation stipend could be provided if needed
- Develop firsthand knowledge of the experiences of LGBTQ and non-LGBTQ older adults in DC
- Lead programming to support and connect LGBTQ folks across generations
- Assist in the creation of resources to help DC LGBTQ residents access safe and affirming aging services
- Build professional relationships within the Village network, community organizations, and stakeholders in the DC area
- Gain experience in planning and executing events (our annual virtual LGBTQ Intergenerational Symposium has garnered 35+ participants on average)
- Gain experience working with marketing/communications tools such as: Canva, Mailchimp, Instagram, and Facebook

How to Apply

Applications will be accepted until August 15th. To apply please submit: a resume, a personal statement and response to why you should be considered for this internship (maximum of 1000 words), and information on any academic requirements you need to fulfill. All applications should be submitted as word documents or PDFs to sross@capitolhillvillage.org.