



**LOS
ANGELES
LGBT
CENTER**

VOLUNTEER JOB DESCRIPTION

POSITION/JOB TITLE:	Leadership LAB Intern
DEPARTMENT/PROGRAM:	Policy & Community Building/Vote for Equality
REPORTS TO:	Field Organizer
TIME COMMITMENT:	FT/PT Positions available
LOCATION:	The Village at Ed Gould Plaza: 1125 N McCadden Pl., L.A. CA 90038

PROGRAM SUMMARY:

The Leadership LAB is the community organizing and political research department of the Los Angeles LGBT Center; we work locally, nationally, and internationally to further LGBT rights and reduce prejudice. We mentor activists in the art and science of leadership and launch innovative experiments in prejudice reduction. Our goals are to successfully prepare LGBT and allied leaders to fight LGBT prejudice.

JOB SUMMARY:

We offer interns with a variety of opportunities to build on their strengths and cultivate new leadership skills to create social change. Interns participate in a range of activities to gain a broad understanding of our organizing work, which includes volunteer recruitment, volunteer retention, voter persuasion, action coordination and basic data proficiency.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- 1) Issue-based grassroots organizing skills and methodologies: recruitment, leadership development, evaluation, and decision-making;
- 2) Interpersonal skills: motivational communication, public speaking and building intentional relationships;
- 3) Organizational skills: backwards planning, managing logistics, attention to detail and time management.

JOB QUALIFICATIONS AND EXPERIENCE:

With all of our work, interns will thrive with an outgoing and enthusiastic attitude, a desire to meet and build relationships with new people, and an ability to step outside one's comfort zone. In addition, a strong candidate for the program should possess:

- 1) A strong desire to fight for equality and acceptance for LGBT people;
- 2) A strong action-oriented work ethic and intellectual curiosity;
- 3) A desire to grow and learn, and an ability to take and give frequent constructive criticism;
- 4) Experience working with a team;
- 5) Strong interpersonal/communication skills;
- 6) Responsible, respectful and dependable;
- 7) Demonstrated ability to work effectively with people of diverse races, ethnicities, ages, sexual orientation and gender identities, in a multicultural setting.

TRAINING:

- 1) Appropriate training will be provided on-site.

EDUCATION, AND/OR LICENSURE:

None required.

The Los Angeles LGBT Center is committed to fostering diversity throughout its staff, both paid and volunteer.

To obtain more information about volunteering at the Los Angeles LGBT Center, please visit our website at www.lalgbtcenter.org or call (323) 993-7684.

(Please note: Clients of the Los Angeles LGBT Center will not be assigned to the department(s) from which they receive services)