



COLAGE Family Week Admin Internship 2019

About COLAGE

COLAGE unites people with lesbian, gay, bisexual, transgender, and/or queer parents into a network of peers and supports them as they nurture and empower each other to be skilled, self-confident, and just leaders in our collective communities. Living in a world that treats our families differently can be isolating or challenging. By connecting us with peers who share our experience, COLAGE helps us become strong advocates for ourselves and our families. We provide support and youth leadership development through Family Week in Provincetown, MA. To learn more, visit www.colage.org.

About the Internship

This role is focused on administrative support for Family Week 2019 with COLAGE. Data entry is a large component of this role before Family Week. At Family Week this intern will be in charge of daily youth check in and check out and COLAGE registration for the week. Customer service will be another large component of this role at Family Week.

Term

April 1, 2019 through August 31, 2019

Supervised by

COLAGE National Program Director, Kaley Fry

Requirements of the Internship

- Must have one or more LGBTQIA+ parent or caregiver.
- Adept at multitasking, organization, and project management.
- The ability to successfully complete data entry, social media outreach, phone-based organizing and networking, and community building in a positive and proactive manner.
- Must be available full time in Provincetown, MA July 26-August 4.
- Must have a valid driver's license or other form of photo identification.
- Must pass a criminal background check in order to work with youth. Please note: COLAGE encourages people who were formerly convicted to be active in their community. History of a felony offense does not necessarily prevent you from being a candidate for this position.

All Internship Expectations

- Answer all COLAGE emails within 72 hours.
- Assist with outreach and marketing to encourage Family Week attendance and registration.
- Work remotely from beginning of internship in April until Family Week and then finish up tasks virtually in August.
- Maintain regular communication with COLAGE staff and other interns.
- Logistic development and on the ground tasks including obtaining program materials pre Family Week, assisting with registration.
- Attend and participate in all events designated to you during Family Week and follow up with tasks post Family Week.
- Manage people, events and tasks prior to Family Week and at FW including assisting with registration, attending and participate in all assigned events during Family Week.
- Assist with planning and implementation of COLAGE FW events.
- At Family Week, lead all events assigned to internship position.
- Build positive relationships with the Family Equality Council team, families, parents, and other community members as an ambassador for COLAGE.
- Update the Family Week Inclusivity Statement with other interns and Family Equality Council.
- Conduct outreach to Provincetown businesses to obtain donations for COLAGE staff and youth.
- Support direct communication and restorative justice between COLAGE staff and volunteers.

- Support the disbursement of the Family Week Feedback survey after Family Week with other interns.
- Other tasks as needed

Due to the importance of this role in helping to support COLAGE, this opportunity is at-will and if expectations are not met COLAGE may terminate the internship. Your supervisor will provide ongoing training as needed and feedback to help support a successful experience for you and for COLAGE.

Compensation

This internship provides a stipend of \$2,000 plus travel for successful completion of the outlined expectations over the course of the 5 months, at a minimum, 163 hours total. Half will be paid at the beginning of the internship and the rest will be paid at the end of the internship. Please be advised that you will be considered a contract worker and will need to pay taxes on this income.

Schedule for internship – please note that this is a rough schedule, subject to change.

5 hours a week – April 1-April 30th

5 hours a week – May 1- May 30th

10 hours a week– June 1-July 16

15 hours – Week leading up to Family Week (July 18-25)

Full time at Family Week (July 26-August 4th)

At least 5 hours - Post Family Week (August 4- August 31)

Airfare or travel will be paid for by COLAGE and travel to and from Provincetown will be scheduled by Kaley Fry. Housing in Provincetown during Family Week is provided. If the internship is terminated before completion by either party or not completed for any reason, the hours worked based on the outline above will be paid at \$15/hr and the Intern will pay travel expenses (airfare and hotel fees that are non-refundable) if the intern terminates the contract.

Admin Internship Expectations

- Support data entry for youth information into Kidcheck system
- Support data entry for Family Week families into Salesforce
- Support training of interns and staff for Registration/Check in for Family Week on Saturday and Sunday
- Lead Family Week registration and check in for Family Week
- Train intern and volunteer team for daily youth check in with Kidcheck
- Set up kidcheck check in system Monday - Friday and set up the team for daily check in and out
- Troubleshoot any kidcheck or eventbrite check in problems on the ground at Family Week
- Gather and input liability and photo release forms for all youth registrants for Family Week
- Process volunteer staff facilitator background checks
- Track ticket sales with Marketing intern for all age groups and activate Eventbrite waiting list if/when needed

To Apply

Complete this google form to apply for this position: <http://bit.ly/COLAGEFW2019TeamApp>

Deadline

Apply by Friday, February 1, 2019.