

LGBTQ Youth Database Intern
The Fenway Institute & The Massachusetts Commission on LGBTQ Youth

Address 1340 Boylston Street, Boston, MA 02215 and 130 Boylston Street, Boston, MA 02116

Website: <http://www.fenwayhealth.org> and <http://www.mass.gov/cgly/index.html>

Internship Description: Intern will contribute to a joint project of The Fenway Institute, the Massachusetts Commission on LGBTQ Youth, and other state agencies to map the services and resources available to lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) young people, adult allies, and state agency staff across the Commonwealth.

Interns will primarily be responsible for the validation of existing data and the expansion of resource lists, and may also have opportunities to contribute to database design and build relationships with state partners and community-based organizations. Interns will work closely with staff at The Fenway Institute and with state agency partners, will be in contact with service providers throughout the state, and will gain a deeper understanding of the landscape of research and policy work for LGBTQ youth in Massachusetts.

Scope of work:

- Validating existing data lists and evaluating LGBTQ cultural competency of relevant service providers
- Expanding and classifying service provider lists through conversations with key contacts
- Gathering necessary data in support of geomapping interagency workgroup discussions and decisions
- Other responsibilities and duties as requested

Minimum skills required:

- Experience in research methodology and/or data collection preferred
- Experience working with LGBTQ issues and populations
- Ability to work independently and manage deadlines
- Strong organizational and interpersonal communication skills
- Excellent attention to detail and follow through
- Familiarity with Microsoft Excel and/or database software

Estimated start/end date: Spring 2014 – Start in January – exact start and end flexible

Estimated days/hours: Flexible days, preferred minimum of 112 hours total

Application deadline: Open until filled

Is a car necessary? No

Stipend: None

To apply: Send a letter of interest, resume, and contact info for three references to Commission Coordinator Hannah Hussey electronically at hannah.hussey@state.ma.us

