



MASSACHUSETTS COMMISSION ON
LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, AND
QUESTIONING YOUTH

Working for a Commonwealth where all youth thrive



Internship Description Spring-Summer 2014

The Massachusetts Commission on Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Youth is established by law as an independent agency of the Commonwealth with one core mission: to recommend and advocate to all branches of state government effective policies, programs, and resources for LGBTQ youth to thrive. The Commission addresses LGBTQ youth issues in arenas such as education, health and human services, transportation, refugee support, housing, disability services, and workforce development by creating and implementing a policy roadmap and by convening researchers, community-based organizations, government entities, and community members.

As an agency with 50 members drawn from across Massachusetts, the Commission is seeking a motivated intern to assist with upcoming events, special projects, and daily operations. Interns will: gain experience in event planning, communications, community outreach, volunteer management, and policy; increase office skills and familiarity with tools such as Constant Contact; and develop connections with Massachusetts nonprofit organizations and state agencies. This is an ideal opportunity for undergraduate students interested in exploring state government while making a difference for LGBTQ youth.

Position Summary

Interns will work with Commission members and state and community partners to increase understanding of and engagement with the Commission's work on LGBTQ youth issues in Massachusetts.

Responsibilities vary but may include:

Events and Community Outreach

- Conducting outreach and assisting with logistics for a convening of LGBTQ youth providers
- Managing a community events calendar
- Representing the Commission at local events

Communication

- Designing promotional materials
- Drafting newsletters and press releases
- Maintaining a Commission blog
- Updating Commission website and creating new web content

Policy

- Scheduling and attending meetings with Commission members, community partners, and state agency and legislative staff
- Organizing a legislative informational briefing
- Researching anti-bullying resources and best practices for working with LGBTQ youth

Organization Administration

- Researching Commission history and records and organizing and exhibiting Commission archives
- Speaking with individual Commission members to write feature posts for internal digest
- Other projects as requested

Qualifications

- Excellent organizational and communication skills
- Ability to work independently and to manage deadlines
- Strong attention to detail and follow through



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- Familiarity with Microsoft Office Suite
 - Interest in working on LGBTQ youth issues
 - Experience with HTML, web or graphic design, event planning, or social media a plus

To Apply

Email a cover letter and resume to Commission Coordinator Hannah Hussey at hannah.hussey@state.ma.us. Applications are accepted on a rolling basis, with priority given to those received by May 5.

Interns are encouraged to seek course credit or outside funding where possible. Stipends offered contingent on availability of resources.

Estimated Start Date: Flexible; preferably by mid-May

Estimated Hours: Minimum 10-15 hours per week