

LGBT Resource Center
Communications and Public Relations Intern
POSITION DESCRIPTION

The Communications and Public Relations Intern compiles current information for upcoming LGBT-related events and advertises those events through email, flyers, etc. The intern is responsible for the thorough dissemination of information related to the programs, services, and offerings of the LGBT Resource Center. This position also serves as the primary developer of LGBT Resource Center publicity.

RESPONSIBILITIES

- Compile and send weekly emails outlining upcoming LGBT-related events;
- Create and update flyers, posters, and other forms of publicity for LGBT Resource Center events;
- Communicate with LGBT Student Groups and LGBT-related departments and offices about upcoming events;
- Maintain a calendar of upcoming LGBT-related events;
- Update time-sensitive areas of the LGBT Resource Center website;
- Ensure the LGBT events are included on various community calendars across campus (e.g. each of the colleges, LGBT Studies, OADI, etc.);
- Create press releases as necessary;
- Develop a working relationship with the University Office of Communications and on-campus news media outlets;
- Answers the phone and greets visitors to the LGBT Resource Center, along with providing other general office support;
- Work for six-eight (6-8) hours a week within the LGBT Resource Center;
- Provide a final project each semester showing progress in communications and public relations.

QUALIFICATIONS

- Must be a currently enrolled undergraduate student at Cornell University;
- Must have a minimum GPA of 2.5;
- Must be in good academic standing for the term prior to starting and during the entire period of employment;
- Must be available for staff training at the beginning of the fall semester, full staff meetings, and one-on-one sessions with the Associate Dean/Director of the LGBT RC;
- Must have demonstrated knowledge of and sensitivity to traditionally underrepresented students (including, but not limited to, Asian/Pacific Islander, Asian-American, African, African-American, Chicana/Chicano, Latino/Latina, Native American, Alaskan Native, Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning, students with disabilities, and students with various spiritual/religious beliefs);
- Must carry oneself at all times as a representative of the Resource Center, a student leader, and a role model for ones communities and Cornell University;
- Must respect oneself, other staff members, and community members;
- Must maintain a high level of confidentiality with Resource Center documents, meetings, conversations, and visitors.

COMPENSATION

- To be determined based on schedule, skills, and experience.