



Lesbian Gay Bisexual Transgender Resource Center

2025-26 Marketing and Outreach Intern Job Description

The Operations Team

The Lesbian Gay Bisexual Transgender Resource Center (LGBT RC) Operations Interns are student interns that coordinate the Trent Lawley volunteer program, assist with center operations, marketing, and community outreach for students, staff, faculty, and the San Diego community.

Qualifications:

Operations Interns should:

- Be able to understand and articulate social justice issues.
- Must be committed to the mission and vision of the UC San Diego LGBT Resource Center and serve as an enthusiastic representative of the LGBT RC.
- Have proven experience working cooperatively as part of a team.
- Strong interpersonal skills and the ability to work collaboratively with diverse students, staff, faculty, and community members.
- Ability to effectively manage time and multiple projects.
- Ability to stay well-informed of current events on campus and general campus climate.
- Previous experience organizing events preferred, with demonstrated interest in creative *community engagement* at UC San Diego around LGBTQIA+ issues.

Art and Activism Intern

- Coordinate quarterly art displays for the community gallery wall, family gallery wall, and Queer and Trans people of color gallery wall
- Manage the community thoughts board in the kitchen
- Manage the LGBT RC board publicity board
- Maintain art in the LGBT RC; switch out permanent art displays as needed
- Maintain and organize art archival records
- Maintaining and organize center archival records for Rainbow Historical Collection
- Manage LGBT RC art sharing program
- Manage art displays for signature events
- Showcase art events in San Diego; featuring visual, literary, and performing arts
- Recruit new volunteers and maintain volunteer database
- Create, maintain, update, and organize the volunteer group or other social media group in order to communicate with volunteers.
- Schedule volunteers to assist with signature events
- In collaboration with the operations interns, design, develop, implement, and evaluate volunteer trainings per quarter as needed
- In collaboration with the operations interns, design, develop, implement, and evaluate a quarterly volunteer mixer

Marketing and Outreach Intern

- Maintain LGBT RC page on social networking sites
- Create content and digital / social campaigns for LGBT RC page on social networking platforms in collaboration with educational programming, center events, and current events
- Responsible for the design of publicity and promotional materials for the RC's events. Including but not limited to flyers, invitations, posters, and social media outlets



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- Responsible for maintaining internal outreach documents (submission forms, graphics, marketing folder, and outreach plan)
- Take the lead on posting flyers throughout campus and mailing flyers to those on the LGBT RC Mailing List
- Take the lead on documenting the RC's events and programs by taking photos and video footage
- Coordinate publicity efforts with interns, staff, and volunteers
- Maintain publicity materials on the front desk, barn door, and outside case displays
- Make announcements in classrooms, department meetings, and student organization meetings to promote center events and opportunities (intern hiring, volunteer opportunities, signature events, LGBT RC overview)

Outreach and Operations Intern

Job Duties

- Produce the Rainbow Newsletter, the center's weekly electronic newsletter including
- Promote center events and resources by submitting information to campus newsletters, outreaching to campus departments, posting flyers.
- Maintain, update, and organize the rainbow@ucsd.edu email account and respond to and/or forward messages appropriately
- Assist the Operations Coordinator in maintaining and updating the center calendar, website, online registration forms.
- Update the LGBT RC board publicity board
- Maintain Rainbow Outreach cart with promotional materials, sign in sheets, and relevant information
- Support staffing for Outreach tabling requests

POSITION OVERVIEW

Student interns are responsible for keeping the Lesbian Gay Bisexual Transgender Resource Center (LGBT RC) open during operational hours and are the front line representatives of the LGBT RC to the UC San Diego community. Therefore, it is imperative that student interns maintain good connections with all community members by creating and maintaining the RC as an open and diverse space to explore issues of gender identity and sexual orientation. Student internships are tied to their academic careers at UC San Diego. Student interns are required to enroll in the two (2) unit Critical Gender Studies Practicum for Spring 2025. Each of the nine (9) student interns will also have a programming or operational area of responsibility within the Resource Center. Interns are employed from **June 6, 2025-June 12, 2026**

REQUIREMENTS FOR EMPLOYMENT

- Must be a full-time UC San Diego undergraduate student for the entire academic year with registration fees paid in full
- Must be able to work 10 hours per week



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- Total employment hours at UC San Diego must not exceed 19.5 hours per week
- Must be able to work afternoon/evening shifts between 4:00pm – 7:00pm
- Must attend Fall Staff Training September 15-25, 2026.
- Must be enrolled in the Critical Gender Studies (CGS) class in the Spring of 2025, Mondays 3-4:20pm
- Must be available Wednesdays 3-4:30pm during duration of the Internship
- Duties may require direct contact with children (defined as individuals under the age of 18); completion of the Child Abuse and Neglect Reporting Act (CANRA) form will be required.
- Employment is subject to a background check

SPECIFIC RESPONSIBILITIES

Administrative

- Check e-mail once a day
- Complete timesheets every week
- Provide supervisor with quarterly schedule prior to commencement of each academic quarter, and notify supervisor of any schedule changes
- Complete program proposals and evaluations

Front Desk Duty

- Greet incoming visitors
- Give center tours
- Direct visitors to appropriate resources
- Provide primary phone reception
- Perform daily, weekly and monthly space maintenance
- Open and/or close the Resource Center

Training and Staff Meetings

- Must attend Staff Training September 15-25, 2026.
- Attend weekly supervision meetings, Wednesdays 3-4pm
- Attend weekly small team meetings, Wednesdays 4-4:30pm

Office Hours

- Complete area of responsibility for specific internship
- Complete other projects as assigned by professional staff
- Maintain visible presence in the RC during office hours

LGBT RC Events and Programs (as designated by professional staff)



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- Attend and possibly staff LGBT RC Signature Events, including, but not limited to, LGBTQIA+ Welcome Orientation, World AIDS Day, Out and Proud Series, and Rainbow Graduation
- Attend quarterly LGBT RC Advisory Board meetings and present internship report from previous quarter

Academic Integration

- Enroll and complete CGS Practicum (2 units) Spring 2025

Other Duties as Assigned