



Affiliate Relations & Advocacy Internship Description

The National LGBT Chamber of Commerce (NGLCC) is a dynamic non-profit organization working to expand the economic opportunities of lesbian, gay, bisexual, and transgender (LGBT)-owned businesses. Join us to work in an entrepreneurial atmosphere with creative people who want to bring about social change through economic equality. The Affiliate Relations & Advocacy department works to cultivate relationships with NGLCC's growing network of domestic affiliate chambers, and works to advance NGLCC's policy priorities.

Position

The NGLCC is currently seeking a remote intern to remotely assist with Affiliate Relations & Advocacy team. The Affiliate Relations Intern will work directly with the Affiliate Relations & Advocacy department and will assist in promoting NGLCC's relationships with its affiliate chambers. The Affiliate Relations & Advocacy Intern will be responsible for ensuring that each task is executed in an efficient and professional manner, and will be responsible for aiding the department in policy research and advocacy. Interns with the NGLCC's Affiliate Relations & Advocacy department will gain valuable experience in government and policy by assisting the Affiliate Relations team with various tasks.

While working at NGLCC, the intern will assist with:

- Participating in webinars and educational events on behalf of NGLCC
- Research federal, state, and municipal policies relating to LGBT rights, business, and supplier diversity
- Draft letters related to governmental affairs and NGLCC events
- Assist affiliate chambers with policy priorities and research
- Track media stories about NGLCC and policy wins
- Assist in stakeholder coordination & affiliate training sessions
- Aid in projects that reach beyond Affiliate Relations to other NGLCC departments

Candidate Qualifications:

- Enrollment in or graduation from an accredited college or university
- Background or interest in Business/Non-profits, Political Science or Governmental Policy
- Detail-oriented
- Experience with Microsoft Office applications (Word, Excel, Outlook, etc.)
- Willingness to learn about and become engaged in a cutting-edge aspect of the LGBT movement
- Ability to work as a team player in a fast-paced work environment
- Excellent written and oral communication skills

To apply, please fill out the application linked below.

[NGLCC Internship Application](#)

NGLCC provides summer & full academic year internships - if your school uses a different time format, contact us, and we will discuss further provisions. Please indicate whether you are eligible to receive academic credit for your internship.

Please reach out to the Internship Program Coordinator at internships@nglcc.org with any questions.