



## Corporate Relations Internship Description

The National LGBT Chamber of Commerce (NGLCC) is a dynamic not-for-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 Corporate Relations department works to develop new corporate partnerships as well as deliver benefits to established partners through NGLCC's membership councils and signature events.

### Position

NGLCC is currently seeking a remote intern to assist the Corporate Relations team. The Corporate Relations Diversity Intern will gain cross-departmental experience by working directly with the Corporate Relations team to promote NGLCC's relationships with its corporate partners.

This internship is geared towards undergraduate students seeking an opportunity to build and strengthen their corporate knowledge, as well as becoming familiar with supplier diversity as a tool for the economic development of minority-owned businesses. The intern will gain significant knowledge in corporate procurement processes and the central role of economic empowerment in the LGBT equality movement.

### While working at NGLCC, the intern will assist with:

- Organizing and promoting webinars and educational events on behalf of NGLCC
- Attending external meetings on behalf of NGLCC
- Data tracking, gaining firsthand experience in Salesforce and the NGLCC supplier database, MyNGLCC
- Research
- Managing sponsorship details of NGLCC signature events
- Drafting key correspondences to stakeholders
- Supporting the department's goals of reaching LGBT-owned businesses, guiding them through the certification process, and maintaining their engagement with NGLCC
- Providing exceptional customer service to requests from business owners and corporate partners engaged in NGLCC's programs
- Scheduling appointments for departmental staff and other administrative duties as assigned

### Candidate Qualifications:

- Enrollment in or graduation from an accredited college or university
- Background in Communications or Public Relations preferred
- 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
- Strong attention to detail

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.