



## NGLCC Global Internship Description

NGLCC Global is a division of the National LGBT Chamber of Commerce, which works to promote the growth of small businesses and provides the fastest and most effective way for broad-based economic advances and the empowerment of the global LGBT community. With a variety of resources, we unite LGBT owned companies and allied, multinational corporations, and leaders and members of international affiliates.

### Position

NGLCC is currently seeking a remote intern to assist the NGLCC Global Team. The NGLCC Global Intern will work directly with the NGLCC Global Director, Manager, and Fellow to assist in planning and promoting NGLCC's international programming. The NGLCC Global Intern will be responsible for ensuring that each task is executed in an efficient and professional manner.

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

- Preliminary and background research for in-country evaluations and projects
- Assist in drafting correspondence to an international audience (affiliates, constituents, press)
- Work with finance and grants coordinator to research for budget planning
- Participate in webinars and educational events on behalf of NGLCC
- Attend external meetings with the Global Programs team on behalf of NGLCC
- Research and monitor current affairs as they relate to global LGBT rights
- Contribute to international website build out
- Assist with translation of organizational documents, if possible

### Candidate Qualifications:

- Enrollment in or graduation from an accredited college or university
- Background in international affairs, international development, human rights
- Knowledge of Spanish is preferred
- 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](mailto:internships@nglcc.org) with any questions.