



Supplier Diversity 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 Supplier Diversity Initiative (SDI) certifies businesses that are majority LGBT-owned and -operated as LGBT Business Enterprises (LGBTBEs®), and provides them with a suite of benefits that support their growth and success.

Position

NGLCC is currently seeking a remote intern to assist the Supplier Diversity team. The Supplier Diversity Intern will gain cross-departmental experience by working directly with the Supplier Diversity team to build NGLCC's growing network of certified LGBTBEs. The Supplier Diversity Intern will also work closely with NGLCC's New York affiliate, nglccNY, and the Director of nglccNY.

This internship is geared towards undergraduate students seeking an opportunity to build and strengthen their small business 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 small and medium business management, 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 virtual external meetings on behalf of NGLCC
- Data tracking, gaining firsthand experience in Salesforce and the NGLCC supplier database, MyNGLCC
- Research
- Processing applications for nglccNY & NGLCC membership
- Drafting key correspondences to stakeholders
- Attend nglccNY New-Member on-boarding calls
- Supporting the SDI 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
- 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.

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