

Job Description

TITLE: Intern

PROGRAM AREA(S): Various

REPORTS TO: Senior Management Team

Out Leadership (OL) is a global LGBT+ business advisory company, partnering with the world’s most influential firms to build business opportunity, cultivate talent, and drive equality forward. Including LGBT+ people at all levels powerfully benefits bottom lines. We help companies realize their Return on Equality®. Out Leadership is a certified B Corp. For more information about our global initiatives or to learn about our advisory work, please visit OutLeadership.com, and also see our company overviews here: [OL Overview \(Requires Adobe Acrobat\)](#) and [OL About Us Video \(Opens YouTube\)](#).

INTERNSHIP PROGRAM OVERVIEW

We view our interns as future social and business leaders, and we seek to recruit the brightest emerging talents who are passionate about working towards equality for LGBT+ people and other groups. Interns who join Out Leadership receive immediate opportunities through our extensive engagement with global businesses:

- Interaction with senior business leaders, in addition to our partner nonprofit organizations and political/governmental officials globally
- Experience managing and executing high-profile projects
- Engagement with groundbreaking research in the diversity sphere
- Mentorship on diversity and entrepreneurialism from Out Leadership’s senior management team
- Positioning for potential employment at a member firm, partner organization, or Out Leadership following graduation, or at the end of the internship

THE POSITION AND THE IDEAL CANDIDATE

An internship with Out Leadership is fast-paced and engaging, and we work with our interns to ensure that their work complements their educational curricula. Interns may be part-time during the school semesters but are full-time during the summer.

We’ve grown from six member companies to 71 in just 5 years, and project similar growth in the near future. Because Out Leadership is an evolving start-up, our internships are dynamic and offer successful candidates the opportunity to interface with clients who are senior business leaders while working in partnership with our smart, fun, growing team.

The ideal candidate will be self-motivated, team-focused, and passionate about advancing LGBT equality. An analytical problem solver grounded in quantitative and qualitative methodologies, they will have exceptional communications skills, and the ability to effectively translate ideas into actionable recommendations.

OL's clients are often large multinational firms, and as such, the Intern should be accustomed to an "always-on" work environment, able to manage their time and be cognizant that some opportunities may exist in other time zones and countries (Hong Kong, Sydney, *etc.*).

INTERNSHIP DESCRIPTION

RESPONSIBILITIES

- Contribute strategic and creative ideas
- Assist in the creation of proposals, presentations, and other client advisory documents
- Support the execution of Out Leadership's initiatives, including Out Leadership Summits in New York, Hong Kong, London and Sydney
- Draft and edit communications materials, and support media outreach tactics
- Develop, implement, and analyze surveys of event attendees
- Review, edit, maintain and optimize contacts in Salesforce
- Support social media strategy; monitor social media channels
- Manage research collation and news gathering projects
- Assist with a variety of general administrative and clerical tasks

REQUIRED SKILLS

The ideal candidate will:

- Be a self-starter who is able to take initial direction on a project, assume ownership of it, and produce high quality work
- Have excellent attention to detail
- Be skilled and effective at multi-tasking; capable of prioritizing many projects at once
- Be a skilled writer and editor, able to produce clear and effective copy
- Professionalism is necessary; experience dealing with senior business executives and their staffs is strongly preferred
- Have strong problem-solving skills: resourceful and able to create data-driven solutions
- Be skilled at using Microsoft Office and social media platforms
- Have a shared commitment to Out Leadership's mission and values
- Have a demonstrated sensitivity and respect for the cultural values, practices, beliefs, and social experiences of diverse communities
- Have experience with Salesforce, Eventbrite, SurveyMonkey, and the Adobe Creative Cloud suite of products is preferred; and
- Be enrolled in a four-year bachelor's degree program from an accredited institution – BA/BS preferred, though not required.

LOCATION

OL's global headquarters is located in New York City and interns will be working from here.

NEXT STEPS

Interested applicants should send any questions or a cover letter and resume to Jeff Li, Director of Operations, at Jobs@OutLeadership.com.

Equal Opportunity Employer

Out Leadership is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. Out Leadership strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, sexual orientation, height and weight, disability, gender identity or expression, marital status, partnership status, genetic predisposition or carrier status, military status, arrest record and any other characteristic protected by law.

Out Leadership is especially interested in applicants that reflect the full diversity of the community we serve. Immigrants, people of color, transgender and gender nonconforming people, intersex people, and people of different abilities are strongly encouraged to apply.