

Out Leadership Overview

Out Leadership is an LGBT advisory business that partners with the world's most influential companies to build business opportunity, cultivate talent, and drive LGBT equality forward. Dedicated to cross-industry collaboration, Out Leadership is a certified B Corporation.

Our global LGBT Summits held in New York, London, Hong Kong, Sydney and Sao Paulo have hosted more than over 200 CEOs and 2,500 senior business leaders, in addition to esteemed ambassadors, nonprofit Executive Directors, and dignitaries. For more information, please visit our website at <http://www.outleadership.com>.

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.

A background (or proven interest) in the for-profit sector is required.

We've grown from six member companies to over 70 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.

LOCATION

Out Leadership requires interns to work from its global headquarters in New York City.

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 & clerical tasks

REQUIREMENTS

- Enrollment in a 4-year bachelor’s degree program; BA/BS preferred
- A background (or proven interest) in the for-profit sector is required
- Self-starter who is able to take initial direction on a project, assume ownership of it, and produce high quality work
- Excellent attention to detail
- Skilled and effective at multi-tasking; capable of prioritizing many projects at once
- 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
- Strong problem-solving skills: resourceful and able to create data-driven solutions
- Skilled at using Microsoft Office and social media platforms
- Shared commitment to Out Leadership’s mission and values
- Demonstrated sensitivity and respect for the cultural values, practices, beliefs, and social experiences of diverse communities
- Experience with Salesforce, Eventbrite, SurveyMonkey, and Adobe CC is preferred

COMPENSATION

Out Leadership Interns are paid a stipend of \$1,500 per month.

Next Steps

Interested applicants should send any questions or a cover letter and resume to Michel DuBois, Director of Operations, at michel.dubois@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.