

The Fenway Institute & The Massachusetts Commission on LGBTQ Youth LGBTQ Youth Database Intern

POSITION DESCRIPTION

The Fenway Institute and the Massachusetts Commission on LGBTQ Youth are seeking candidates interested in getting hands on experience with research and data collection and resource mapping in relation to LGBTQ youth. Interns will contribute to a joint project of The Fenway Institute, the Commission, and other state agencies to map the services and resources available to lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) young people, adult allies, and state agency staff and adult allies across the Commonwealth.

Interns will primarily be responsible for the validation of existing data and the expansion of resource lists, and will also have opportunities to contribute to database design and build relationships with state partners and community-based organizations. Interns will work closely with staff at The Fenway Institute and with state agency partners, will be in contact with service providers throughout the state, and will gain a deeper understanding of the landscape of research and policy work for LGBTQ youth in Massachusetts.

KEY RESPONSIBILITIES

- Validating existing data lists and evaluating LGBTQ cultural competency of relevant service providers
- Expanding and classifying service provider lists through conversations with key contacts
- Gathering necessary data in support of geomapping interagency workgroup discussions and decisions
- Other responsibilities and duties as requested

QUALIFICATIONS

- Experience in research methodology and/or data collection preferred
- Experience working with LGBTQ issues and populations
- Ability to work independently and manage deadlines
- Strong organizational and interpersonal communication skills
- Excellent attention to detail and follow through
- Familiarity with Microsoft Excel and/or database software

TO APPLY

Send a letter of interest, resume, and contact info for three references to Commission Coordinator Hannah Hussey electronically at hannah.hussey@state.ma.us. Applications are due by April 30, 2014. This internship is unpaid.

Estimated start date: May 19, 2014

Estimated days/hours: Minimum 10-20 hrs per week.

