



## BIENESTAR HUMAN SERVICES

ACCESS, EDUCATION, MOBILIZATION: *Our Community's Solution!*

### **Programs Assistant Intern – Transgender Programs**

**ABOUT BIENESTAR:** Bienestar Human Services is a leading social service nonprofit organization committed to uplifting the health and well-being of the Latino community and other underserved communities of Los Angeles County. Bienestar Human Services accomplishes this mission through the provision of culturally competent and comprehensive services across its six community health centers.

**POSITION DESCRIPTION:** BIENESTAR Human Services is looking for a Programs Assistant Intern to support our transgender program team with event planning such as organizing community forums, and implementing social media campaigns from initial concept to final reports. This is a terrific opportunity to learn about the social services industry and make a difference in the LGBTQ community through a leading public health nonprofit organization.

#### **SUMMARY OF PROJECTS/RESPONSIBILITIES:**

- Manage campaign schedules and status documents
- Assist with all aspects of direct mail, telemarketing, and digital fundraising campaigns
- Plan and establish logistics for monthly community forums and events
- Assist program manager with day-to-day office activities

**DESIRED QUALIFICATIONS:** Currently enrolled in a relevant bachelor's degree program: public health, social work, communications, or other related major. Access to reliable transportation, Bilingual in English/Spanish desired, a rock star in the Microsoft Office programs (Excel, Word, Outlook, PowerPoint), and enthusiasm for Bienestar's clients and its mission.

**LOCATION:** Bienestar Long Beach Center (1464 Cherry Ave, Long Beach, CA, 90813)

**HOURS:** 8-10 hours per week and a minimum of 10 weeks.

**COMPENSATION:** Unpaid Internship; Academic credit may be available upon request.

**TO APPLY:** Please send over a copy of an updated resume and a cover letter to [nturton@bienestar.org](mailto:nturton@bienestar.org) and [kperez-rios@bienestar.org](mailto:kperez-rios@bienestar.org). In your cover letter please outline why you wish to intern at Bienestar Human Services and all requirements for your internship (hours needed, desired start and end dates, etc.)

**Position will remain open until filled. Bienestar is an Equal Opportunity Employer.**