

Strategic Partnerships Specialist Description

Position Summary: FreeState Justice seeks an energetic, organized, and detail-oriented specialist in strategic partnerships. The Strategic Partnerships Specialist will work directly under the supervision of the Director of Education and Outreach to increase FreeState Justice's partnership and referral networks by researching, connecting, and fostering current and new relationships at various organizations throughout Maryland. Qualified candidates will possess strong organizational skills, be committed to serving low-income LGBTQ+ people, able to use an intersectional lens, and possess skills outlined in the work description.

Location: Maryland location preferred; remote is acceptable.

Supervisor: Director of Education and Outreach

Schedule: This intern can expect to dedicate 10-20 hours per week on a flexible schedule.

Responsibilities: This intern will be responsible for:

Partnerships: prospecting and cultivating (40%)

- Assist outreach efforts to a wide variety of audiences, including: cultivating community partnerships to identify new outreach opportunities, attending community outreach events, and maintaining records of outreach activities
- Foster and collaborate partnerships with local officials, community-based organizations, nonprofit organizations, civic organizations, etc. interested in LGBTQIA+ rights and advocacy
- Work with the other staff members on an overall outreach and communications plan
- Maintain a high level of knowledge about state/federal LGBTQIA+ laws and current events, other organizations' services, and the ways in which partnership with FreeState can benefit all parties

Partnerships: monitoring, evaluating, and sustaining (40%)

- Creating an organizational cadence to routinely check in on partnerships and address any/all concerns that may arise
- Creating a partnerships tracker to easily review partnership contacts, current status, next steps, etc.

Internal and External Meetings (20%)

- Represent FreeState Justice at community meetings and events pertaining to education and organizational partnerships, such as coalition work
- Frequent check ins with supervisor and team meetings to align on work goals and work as a team

Qualifications: An ideal candidate will possess the following qualities:

- Deep understanding of issues that affect lesbian, gay, bisexual, transgender, and queer communities, especially those who are youth, low-income, or of color
- Proficiency with Microsoft Office suite
- Proficiency with database management
- Comfort with telephone and audio/visual communication
- Comfort and ability to interact with individual of differing backgrounds.
- Excellent oral and written communication skills
- A passion for getting and staying organized
- Ability to multi-task in a fast-paced environment
- Strong time management skills
- Self-motivated individual who takes initiative

Skills Gained through this internship:

Networking, community building, subject matter expertise in LGBTQIA+ legal issues, oral and written communication skills, educational services, data management strategy, form development, information technology strategy, non-profit operations.

Compensation: This is an unpaid internship. We are willing to collaborate with interested individuals to secure external funding, course credit, or recognize work as an in-kind service donation.

Application Process:

Resumes, a brief cover letter, and 500-word writing sample of your choice should be submitted through our online internship application form located [here](#). Applications will be accepted, reviewed, and selected on a rolling basis unless otherwise noted on the online application form.

Transgender people, disabled people, Spanish speakers, low-income and upwardly mobile people, people of color, especially Black & Indigenous folk, are strongly encouraged to apply. Current or former Maryland residents are strongly encouraged to apply.

Equal Opportunity Employer: FreeState Justice is an equal opportunity employer and does not discriminate on the basis of sex, sexual orientation, gender identity or expression, race, ethnicity, national origin, religion, disability, HIV status, or any other status protected by applicable law.