



Astraea LESBIAN FOUNDATION FOR JUSTICE
Funding Change and Strengthening Communities Around the World

The Astraea Lesbian Foundation for Justice is the world's only foundation solely dedicated to funding LGBTI organizations in both the United States and internationally. For more than 30 years, Astraea has been raising funds and distributing grants based on the belief that all people can participate in the philanthropic process--from giving to grantmaking. Today, Astraea grantee and donor partners are fueling the movement for social, racial, economic and gender justice in villages, cities and towns around the world.

INTERNSHIPS AT ASTRAEA

Astraea seeks interns with our Program Team. Internships are available in our US Program and our International Program. Interns will gain a familiarity with progressive grantmaking and the communities and organizations that Astraea funds.

Interns will gain experience in a variety of aspects of grantmaking, including: researching & reporting on conditions experienced by LGBT communities in the US & internationally; summarizing proposal highlights for review and write-ups for grants program publications; coordinating community briefings by visiting activists; applicant outreach for arts awards to individual artist & writers; archiving past grant records.

Qualifications

Applicants should have a range of experiences, knowledge and interest of community organizations and lesbian/gay/bisexual/transgender communities, and the issues we are facing in this country and the world.

Applicants interested in interning with Astraea's US Program should have expertise in LGBT communities and organizing in the US. These communities include LGBT communities of color, low-income LGBT communities, lesbian communities, trans communities, intersex communities, Diaspora communities, native nations and communities, rural communities, youth, elders, incarcerated & formerly incarcerated folks.

Applicants interested in interning with our International Fund should have knowledge in LGBT communities and organizing in one or more of the following regions: Africa, Asian & the Pacific, Eastern Europe & Commonwealth of Independent States, Latin America and the Caribbean, and the Middle East.

Time Commitment

Internships are ongoing, with an initial time frame of approximately 3 months. We ask for a minimum initial commitment of 200 hours, arrangement can be made to work between 10 to 20 hours per week.

We welcome applications for any start date.

Compensation/Credit

Internship is unpaid. Limited transit stipend via metro cards is available and is awarded on a first come first serve base.

To Apply

Submit a completed application form, with your resume and a brief cover letter describing why you are interested in interning with Astraea this summer. E-mail or fax applications, Attn: Program Internship, grants@astraeafoundation.org, or fax: 212-982-3321.

For more information about the internship, contact the office. For additional information about Astraea, check our website at www.astraeafoundation.org.

Astraea Foundation Internship - APPLICATION

General Information

Date Submitted: _____

Name: _____

Address: _____
Street City State Zip

Daytime telephone: _____ Email _____

Internship Proposed Start Date: _____ Proposed End Date: _____

Availability - Please indicate days & time frames. Our Office Hours are Mon-Fri, 10am-6pm.

Are you a student? If so, will you receive course credit for this internship? For credit, please coordinate with your school directly.

Short Answer Questions *please answer the following questions in 1-2 paragraphs each, or together in 2 pages or less.*

1) What has been your involvement in progressive activist work in LGBT communities? Please specify whether is the US, international communities, or both. Highlight relevant lesbian, transgender, intersex, and LGBTI, non-profit, progressive, multi-ethnic, multi-class, coalition-building organizing experiences, and/or other area(s) of expertise. Please identify specific regional locations and/or specific issues areas you are particularly familiar with.

2) What are your future goals, especially in regards to involvement in social change and philanthropy?

3) What do social justice and movement-building mean to you? How does your community involvement reflect this understanding?

4) Why are you interested in interning at Astraea, and what do you hope to gain from this internship?

Skills

What is your level of proficiency with Microsoft Office? _____

Are you familiar with any grantmaking software? If so, which programs? _____

Knowledge of Language(s) - specify which languages you speak, read and/or write and your proficiency level.

List 2 references familiar with your work (name, affiliation, phone #, e-mail, and relationship).

1)

2)

Please attach your resume.

Signature _____

Date _____