

Movement Advancement Project 2012 Standard Annual Reporting Project – LGBT Internship

About the Movement Advancement Project

Founded in 2006, the Movement Advancement Project is an independent think tank that provides rigorous research, insight and analysis that help speed equality for lesbian, gay, bisexual and transgender (LGBT) people. MAP's work is focused on three primary areas:

- Policy & Issue Analysis
- LGBT Movement Overviews
- Effective Messaging

MAP's work helps educate and persuade public audiences (such as policymakers, allied organizations and funders, media and the American public) and helps support LGBT movement audiences (including LGBT organizations and advocates, and LGBT funders). By articulating the need for change and outlining solutions in a comprehensive and compelling way, MAP enables these audiences to better understand the need for change, become motivated to act, and take effective action.

In addition, MAP works collaboratively with LGBT organizations, advocates and funders, providing them with tools, research and resources to help strengthen their efforts. MAP also provides information and analysis about the health and capacity of the LGBT movement, helping these audiences more strategically apply and coordinate resources for maximum impact.

MAP receives generous support from several funders within the movement and is located in Denver at the offices of the Gill Foundation. Please visit our website for further information (www.lgbtmap.org).

About the Internship

MAP is offering a paid internship to qualified graduate students interested in the LGBT social justice movement to assist with the administration of its Standard Annual Reporting Project.

Standard Annual Reporting Project

Standard Annual Reporting, now in its seventh year, provides a comprehensive and standardized look at the LGBT movement's finances and operations across 45 of its leading organizations. Each individual report (see sample attached) contains a standard profile, financial and operating picture, and enumeration of goals and objectives. Using the organization data collected from the project, MAP also produces an annual *National LGBT Movement Report*.

On-the-Job Experience

- Exposure to detailed information about the LGBT movement's largest organizations.
- Ability to see how various organizations articulate their mission, goals, and objectives.
- Assisting in the administration of a large complex detailed project.
- Assisting in the development of a 225+ page publish-ready technical document.

Work Tasks

The intern will work directly with the SAR project manager in conducting the following tasks:

- Enter new text and numeric information into the SAR database as received from participants over the course of the project
- Maintain internal task lists throughout the project
- Update participant contact information
- File information both electronically (including version control) and in hardcopy

- Proofread standard annual reports for grammar and punctuation
- Generate 45 draft standard annual reports (automatically generated from the SAR database in pdf format) over several rounds including editing information in the SAR database and in the pdf reports themselves
- Proof quantitative data gathered during the project and verify quantitative data/calculations included in the *National LGBT Movement Report*.
- Generate 45 final print-ready standard annual reports
- Assist with the production of a 225+ page print-ready master document of all 2012 standard annual reports
- Prepare address labels and assist with the distribution of the reports to project participants (approximately 100 individual shipments).

Required Experience/Skills

- Self-motivated
- Great attention to detail and strong organizational skills
- Flexible work schedule
- Required computer skills:
 - PC-Windows operating system
 - MS Outlook 2010 (extensive use of email)
 - MS Word 2010
 - MS Excel 2010
- Experience with Adobe Standard Edition (for pdf editing)

Timeframe and Level of Effort

The project begins in late June and ends in October and comprises approximately 350 hours of effort (see attached budget).

Work Environment and Location

The SAR project manager will direct the day-to-day work primarily via phone and email. The intern will be expected to spend a majority of their time working in the MAP office located at the Gill Foundation in Denver, but there will be flexibility to do some of the work remotely. A procedures manual will be provided as well as a computer workstation.

Compensation

\$12 - \$15 per hour, based on applicant's skills and experience.

Applications

Please submit, via email, your resume and three references to the SAR project manager by Wednesday 5/30/12 (no hardcopies please). The project manager will contact finalists to arrange for telephone interviews. In-person interviews will be conducted for the short list of finalists.

Jack Ziegler
SAR Project Manager
Movement Advancement Project
2215 Market Street
Denver, CO 80205
jack@lgbtmap.org

**Movement Advancement Project
 2012 Standard Annual Reporting
 LGBT Internship Budget**

<u>Schedule:</u>	<u>Approximate Hours</u>	
June - Week of:	6/4/2012	0
	6/11/2012	0
	6/18/2012	0
	6/25/2012	24
July - Week of:	7/2/2012	0
	7/9/2012	12
	7/16/2012	12
	7/23/2012	12
	7/30/2012	12
August - Week of:	8/6/2012	16
	8/13/2012	24
	8/20/2012	24
	8/27/2012	32
September - Week of:	9/3/2012	32
	9/10/2012	32
	9/17/2012	40
	9/24/2012	40
October - Week of:	10/1/2012	16
	10/8/2012	10
	10/15/2012	8
	10/22/2012	4
	10/29/2012	0
Approximate Total Hours	<hr/>	<hr/> 350 <hr/>