

## WE ARE SEEKING VOLUNTEERS!!



We are a small local non profit that has been serving the LGBT community for over 30 years. The Board of Directors is seeking LGBT student interns that want to serve their community while working on projects that may be meaningful to their academic disciplines. We are a volunteer run organization. We have a small paid staff and an annual budget of \$110,000.00. We serve over 40,000 participants each year at our facility in Normal Heights. For more information about us we invite you to take a look at our website at [www.lllac.org](http://www.lllac.org).

Listed below are some of the business challenges our organization is faced with that provide an opportunity for potential student projects.

### Computer Projects/Systems

Remote access to club documents by board members  
Off site backup (cloud)  
Wireless access  
Desktop (4) and software maintenance and security  
Feasibility of in house mail server/web server  
SOFTWARE  
Excel skill set for analysis of financials and income streams

QuickBooks and QuickBooks experience  
Improve web authoring and user member's security area management.  
Graphics production for printed media i.e. flyers brochures  
Database projects to manage meeting rents, membership  
Organization Document organization, storage and access, local and remote

### Marketing and Public Relations Projects

The club has a 30 year history of service in the LGBT community but is largely invisible. We need help in marketing and crafting our message through media and events as needed. As a membership organization we need to develop programs for membership drives/incentives etc.

### Historical and Archival Projects

As a result of the organizations long history many documents, pictures and artifacts need to be preserved and organized.

### Video Production/Editing Projects

Develop and design a video history of our organization through video interviews.

### Business Administration Projects

Human Resources skills to help develop staff manuals and Personnel policies  
Management of business office and records with standards  
Accounting and reporting improvement projects.

### Addiction and Health Professions

Though we are peer based and anonymous, and do not offer any professional services, opportunities may exist for students to design peer led 1hr workshops on addiction issues such as relapse, addiction education, self care and health for newly recovered addict/alcoholic.

**If interested, please contact Goldman Jacobs at [ggjacobs52@yahoo.com](mailto:ggjacobs52@yahoo.com)**