



CREATING A SAFER WORLD FOR ALL YOUTH

Editorial Assistant Internship Now Available

YES Institute has an internship position available for an Editorial Assistant.

This is an exciting opportunity providing hands-on experience in the education field:

- Engage with diverse environments with youth, families, schools, religions, and social service communities using powerful communication to achieve safety for all youth.
- Flexible schedule

Specific responsibilities of a Editorial Assistant intern include:

- Pre-production design, set-up, and coordination of our ReVision newsletter.
- Produce, edit, review, and evaluate communication media for YES Institute.
- Produce, edit, review, and evaluate all content for the YES Institute web site.
- Assisting with presentation and course management, including contact reminders, logistics, post-evaluation and follow up.
- Data entry and records management, additional administrative duties as needed.

Systems/Programs used:

- Quark XPress 6.0 (must have experience or desire and ability to learn this program)
- Macintosh OS X iMovie and iDVD.
- Microsoft Office Suite for Macintosh and Windows operating systems
- Macintosh OS X and Windows 2000 Professional operating systems

Prerequisites:

- Background in journalism, communication, editing.
- Completion of, or pending enrollment in, *Communication Solutions*, a two-day training on using powerful communication to generate solutions for the community.

To Apply:

Please send your resume as Word or PDF attachment to:

Email: email@yesinstitute.org

Fax: 305-663-7197

Subject line: Editorial Internship

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You can also apply in person at our office:

YES Institute: 5275 Sunset Drive, Miami, FL 33143

Directions: <http://www.yesinstitute.org/maps/>



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About YES Institute

Vision - A community in which all youth develop as healthy individuals free of suicide, violence and discrimination.

Mission - To prevent suicide and ensure the healthy development of gay, lesbian, bisexual, transgender and all youth by initiating dialogue, providing education, and creating support systems.

We work in dynamic partnerships with individuals and organizations that have a commitment to creating a safer world for all youth. Schools, parent groups, healthcare settings, justice departments, clergy, and non-profit organizations contact YES Institute seeking non-confrontational communication and innovative education and training on gender, orientation, leadership and communication.

YES Institute offers groundbreaking innovative workshops on gender, orientation, communication and leadership. Universities from around the country seek our materials as the most up to date and innovative on these topics.

Dialogue for Purposeful Action

YES Institute helps people begin a dialogue on gender and orientation, which focuses on a shared purpose of safety for all youth. We facilitate open, inclusive discussions that honor all points of view. YES provides trained facilitators and speakers to organizations and individuals struggling with these topics or silenced by fear.

Powerful Education Courses

YES Institute offers groundbreaking innovative workshops on gender, orientation, communication and leadership. Universities from around the country seek our materials as the most up to date and innovative on these topics.

YES Institute courses are open to everyone and offer Continuing Education Units (CEU) to teachers, counselors, registered nurses, clinical social workers and mental health professionals. YES Institute is accredited by the **Florida Department of Health, Miami-Dade and Monroe County Public School Systems, Roaring Fork Schools in Colorado and the North Georgia College and State University as a Continuing Education Provider.**