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## Diversity Equity and Inclusion Internship


**Duration:** 142 scheduled hours spread across 7 to 10 weeks  
(start date negotiable based on availability)

**Location:** Remote (work from home)

**Pay Rate:** \$14/hour

**Organization Description** Truclusion, a *Further Consulting Services* company, was formed when experienced consultants, facilitators, and researchers from different ethnic and professional backgrounds joined together to make a better consulting firm. Our approach is a human-centered one, using the actual experiences and perceptions of the people within our client's organization to drive the methods and interventions we provide.

**Internship Description** We are seeking an individual who is passionate about Diversity, Equity and Inclusion issues at the organizational level. This is a temporary, summer position under the direct supervision of a senior lead consultant in working to fulfill the goals of Truclusion's various projects.

Candidates of diverse identities and backgrounds are strongly encouraged to apply. 

**Responsibilities** This position will support the lead consultants in a variety of projects that may include:

- Assist in preparing online registration forms, spreadsheets, general letters, and other written material.
- Prepare presentations using various software programs, including PowerPoint, Zoom and Microsoft Teams.
- Assist with organizational assessments.
- Communicate with clients.
- Customize and distribute workshop materials for clients.
- Shadow and/or participate in workshop facilitations.



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Desired Skills	<p>We are looking for a candidate who has at least some of the following skills, and abilities:</p> <ul style="list-style-type: none"><li>• Interest in learning more about Diversity, Equity and Inclusion issues that affect workplace and membership contribution.</li><li>• Ability to work independently with moderate guidance as well as the ability to collaborate within a diverse work environment.</li><li>• Creative thinking, including looking at issues from a different perspective, identifying connections, and developing new approaches to solving problems.</li><li>• Good organizational and time management skills; action-oriented and able to complete projects within a timely manner.</li><li>• Communicate effectively with team members via video conferencing apps, phone, email or in person.</li><li>• Ability to learn and use new technology platforms.</li><li>• Working knowledge of Microsoft Office suite (Word, Excel, PowerPoint, OneDrive, etc.) and/or Google applications (Docs, Drive, Slides, etc.).</li><li>• Experience in graphic design, video editing, and basic HTML.</li></ul>
Requirements	<ul style="list-style-type: none"><li>• This position requires you to have a computer with reliable internet connection. If you will need assistance in acquiring either, please let us know when you apply.</li><li>• Ability to maintain confidentiality regarding projects and data.</li></ul>
Benefits	<p>This position will give you the opportunity to learn what it takes to design and implement Diversity, Equity and Inclusion roadmaps for unique and complex organizational structures.</p>
Equal Opportunity	<p>All qualified persons will be considered for employment without regard to age, color, national origin, citizenship status, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.</p>
Application Instructions	<p>Please send your resume and cover letter sharing your applicable talents and experiences, and what you hope to learn from this internship to: <b><a href="mailto:yienwf@truclusion.com">yienwf@truclusion.com</a></b>.</p> <p>We will begin reviewing applications on April 12<sup>th</sup>.</p>