



yienwf@truclusion.com
253.533.4774

Page 1 | 2

Community Engagement Internship

- Duration:** 20 hours per week / 10 weeks (start date negotiable based on availability)
- Location:** Hybrid – about 60% remote (your home) and 40% in-person (Olympia, WA)
- Pay Rate:** This is an unpaid internship, which may qualify for academic credit

Applications will be considered beginning April 5th, 2023.

Organization: Truclusion is a women-and minority-owned-business that supports nonprofit, for-profit, and government entities on their Diversity, Equity & Inclusion journeys. In the past two years, Truclusion’s work has impacted dozens of organizations and more than 4 million people across the United States. Our approaches are human-centered and solutions-focused.

Internship Description: We are seeking an individual who is passionate about connecting with diverse community members and empowering voices from traditionally marginalized groups. Community engagement includes both highlighting Truclusion’s work in the community and collecting perspectives and experiences from community members. This is a temporary, summer position under the direct supervision of a principal or senior manager to fulfill the goals of Truclusion’s various projects.

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

Responsibilities: This position supports researchers and consultants in a variety of projects that may include...

- Assist in preparing marketing and engagement materials
- Conducting in-person interviews and surveys
- Supporting engagement events with community partners
- Managing online presence and social media postings
- Preparing reports
- Assisting in research data collection

Desired Experience: Candidates with at least some of the following are highly desired:

- Interest in learning more about Diversity, Equity and Inclusion issues that affect people
- Creative thinking, including looking at issues from a different perspective, identifying connections, and developing new approaches to solving problems
- Good organizational and time management skills; action-oriented and able to complete projects within a timely manner
- Communicate effectively with members of the community via video conferencing apps, phone, email and/or in person
- Interest in graphic design, video editing, and/or basic HTML
- Working proficiency in Spanish, Vietnamese, Korean, and/or German

Requirements:

- Must be currently enrolled in a degree program at an accredited college or university; or considered a rising high school junior or senior; and remain academically enrolled throughout the internship
- 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
- Ability to maintain confidentiality regarding clients, projects, and data

Benefits: 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. Internships are not eligible for employee benefits.

Equal Opportunity: 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.

Application Instructions: Please send your resume and cover letter sharing your applicable talents and experiences, and what you hope to learn from this internship to:

yienwf@truclusion.com .