


Diversity, Equity & Inclusion Internship

Duration:	20 hours per week / 10 weeks (start date negotiable based on availability)
Location:	Hybrid (based remotely and may require some in-person responsibilities)
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 Diversity, Equity and Inclusion issues at the organizational level. This is a temporary, summer position under the direct supervision of a 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 consultants in a variety of projects that may include...

- Assist in preparing online registration forms, spreadsheets, general letters, client proposals, and other written material
- Prepare presentations using various software programs, including PowerPoint, Zoom and Microsoft Teams
- Assist with client organizational assessments
- Communicate with past, current, and potential future clients
- Conduct research
- Shadow and/or participate in workshop facilitations

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 workplace and membership contribution
- 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 team members via video conferencing apps, phone, email or in person
- Ability to learn and use new technology platforms
- Working knowledge of Microsoft Office suite (Word, Excel, PowerPoint, OneDrive, etc.) and/or Google applications (Docs, Drive, Slides, etc.)
- Experience in graphic design, video editing, and 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 .