

## **Watershed Management Group**

### **Position Description**

**Position Title:** Diversity, Equity, and Inclusion (DEI) Intern

**Supervisor:** Cindy Hu, Community and Youth Education Manager

**Status:** Internship, part-time

**Hours:** 10 hours/week

**Benefits:** Alternative transportation benefits, free admission into our Field Studies classes

#### **Summary:**

The Diversity, Equity, and Inclusion (DEI) Intern supports outreach initiatives to serve limited income communities through our Co-op, River Run Network, Living Lab, Neighborhood Infrastructure, and We Are One Watershed programs. They will assist in development and implementation of policies and practices to build a more diverse, inclusive, and equitable organization in fulfillment of WMG's mission and values. WMG is expanding our efforts to limited-income, BIPOC, and LGBTQ communities and seeks an intern able and interested in communicating with these populations.

#### **Duties & Responsibilities:**

- Support DEI projects, communications, trainings, and other initiatives.
- Provide administrative and program support for the DEI Committee Chairperson.
- Attend DEI Committee meetings.
- Assist with translation of materials into Spanish or conducting outreach activities in Spanish (if proficient in Spanish language).
- Assist in preparing presentations and resource materials.
- Assist in developing and implementing diversity training programs.
- May be accountable for other results and activities as assigned.

#### **Job Requirements**

- Interest and support of WMG's mission.
- Ability to work independently.
- Excellent written and verbal communication skills.
- Positive and enthusiastic attitude.
- Proficient in Google Docs, Google Calendar, Microsoft Office Suite, and Zoom.
- Ability to engage with diverse communities and build relationships built on trust and understanding.

#### **Preferred Experience**

- College degree or currently enrolled in a degree program related to Environmental Science, Environmental Education, HR Management, Sociology, Multicultural Studies, Communications, or a related field.
- Spanish language proficiency.
- Knowledge, awareness, and interest in issues of equity and inclusion, cultural and systematic racism, social justice, and cultural competence.
- 1 year experience in Diversity, Equity, and Inclusion work.