

## Internship Role Description

for Eleven+ Scholar Applicants

**Name of Hosting Organization:**

The Diversity Center of Northeast Ohio

**Internship Role Title:**

School & Youth Program Development Intern

**Number of roles available:**

1

**Available to (select any that may apply)**

College Student

**Work Location & Office Covid Protocols is applicable (select any that may apply)**

Flexible/hybrid- The role can be a combination of virtual and in person

**Internship Work Address:**

3659 Green Road, Suite 220  
Beachwood, Ohio, 44122

**Many of applicants utilize public transportation. Is the work location accessible by public transportation?**

Yes, the work location is accessible by public transportation (Bus/Train)

**If you selected yes, the work location is accessible by public transportation please provide additional information such as what bus or train line is accessible to the work location**

The Cleveland Bus Line, RTA, stops on Harvard Road and Green (Bus #15) about 1/2 mile from our office. It also stops on Chagrin Boulevard (US 422) and Green (Bus #14 & 14A) about 1/4 mile from our office. Additional public transportation information will be provided to the candidates.

**Mission of Hosting Organization**

The Diversity Center of Northeast Ohio (DCNEO) is a non-profit (501[c][3]) human relations organization dedicated to eliminating bias, bigotry, and racism. Founded in 1927 as the National Conference of Christians and Jews (NCCJ) to mobilize against the forces of violence and exclusion, The Diversity Center is currently a member of the National Federation for Just Communities, a network of 20 like-minded organizations across the country. Through our programming initiatives, we strive to reach toward our vision of creating communities where all people are connected, respected, and valued.

**How does this internship role support the mission/purpose of the organization**

DCNEO's School & Youth Team provides year-round diversity and inclusion centered workshops, conferences, and retreats. Our programming promotes understanding and respect and institutional equality on matters of race, age, religion, sex, ethnicity, culture, ability, gender identity, sexual orientation, and socioeconomic status. These programs empower thousands of youth and youth serving professionals to build school environments that promote respect, acceptance, and inclusion. Students who participate in these programs learn how to become leaders and change agents in their schools and communities.

The intern will act as an Assistant to the School and Youth (S&Y) Team, aiding them in tasks centered on

social justice topics. Responsibilities may include assisting with educational programming, upgrade current programs, and create new programs focusing on challenges schools face regarding Justice, Equity, Diversity, and Inclusion (JEDI) efforts.

**What functions within the organization will the intern be working with? For example, this role will work with Staff Counselor, Finance Staff, and Operations Team**

The intern will work the S&Y team that consists of JEDI Specialists and Director of Programs. The S&Y team works with K-12 students and educators to help create school environments where everyone feels connected, respected, and valued.

**Will there be additional networking opportunities within the organization for the intern to gain expose to other roles and functions.**

The intern will collaborate not only with the School and Youth (S&Y) Team but also with various other departments, including Marketing and our professional adult programming department, SHIFT Consulting. This collaboration will involve working together on initiatives, sharing insights, and integrating perspectives from different areas of expertise to enhance the impact and reach of social justice-related programs.

**Anticipated Start Date** Monday, June 10, 2024

**Anticipated End Date** Friday, August 16, 2024

**Total Number of Weeks for the internship:** 10

**Total Number of hours per week the intern is expected to work:** 25

**Workday starts at: (start time or flexible)** 8AM Flexible

**Workday ends at: (start time or flexible)** 4PM Flexible

**Host Organizations website:**  
<http://www.diversitycenterneo.org/>

**Contact Name** Megan Nelius

**Contact Email** mnelius@diversitycenterneo.org

**Mentor Name** Megan Nelius

**Mentor Email** mnelius@diversitycenterneo.org

**Internship Summary**

The intern will act as an Assistant to the School and Youth (S&Y) Team, aiding them in tasks centered on social justice topics. Responsibilities may include assisting with educational programming, upgrade current programs, and create new programs focusing on challenges schools face regarding Justice, Equity, Diversity, and Inclusion (JEDI) efforts. The Director of School & Youth will offer a weekly supervision hour, while all members of the School & Youth team will provide mentorship and general supervision on High School Retreat related projects.

## Essential Responsibilities of this role?

Primary responsibilities for this position include:

- 25%- Assisting each member of the S&Y Team in their roles - helping to update and develop programs that are offered as training workshops
- 15% - Conducting research relevant to building new programs or updating existing programs
- 10% - Creating evaluation reports using the pre-determined processes
- 20% - Creating program materials (handouts, activities, surveys, presentations, etc.) to be used and implemented before, during and/or after the program
- 10% - Shadow and co-facilitate programs/workshops with other S&Y Team members (a background check is required for any facilitation of youth programs)
- 10% - Attending and contributing to weekly staff meetings, regular 1x1 mentorship meetings
- 10% - Cross collaboration with other departments when the need is determined (this is subject to change)

The intern will gain knowledge and experience with the following:

- Program development and facilitation experience
- Best practices, skills, and strategies in addressing social justice related incidents and/or challenges
- Research methods for program development
- Project management including running meetings, workflow development, and efficient communication
- Developing surveys and understanding of program evaluation

## Skill Development Opportunities

Communication Skills

Problem Solving Skills

Interpersonal Skills

Teamwork

Time Management

Adaptability

Work Ethic

## Knowledge and skills required for this role

- Passionate and curiosity about social justice issues, and about using your skill set for good causes
- Flexible (willingness to adapt to changes - this role will include working different topics and adjusting programs according to industries and organizations that the team is scheduled to present to)
- Microsoft Office Suite Skills, including Excel and PowerPoint
- The ability to work both independently and as a member of a team
- Effective oral and written communication skills
- Willingness to provide and receive feedback

## What does success look like for the intern at the end of the summer

Achieving success in this position involves the intern gaining comprehensive insights into the entire process of program development, from inception to completion. It also entails grasping the essential elements necessary for effective program facilitation, both individually and within the team. Success might also encompass gaining comprehension and awareness about JEDI topics, engaging in continuous and comprehensive learning for personal growth, fostering effective collaboration across diverse teams or departments, actively practicing introspection to address personal biases, embracing feedback for learning and adaptation, and mastering the skills to cultivate an inclusive environment.

## Other information

The role is a combination of virtual and in person with being virtual is 80% of the time and the in-person expectation is only during occasional staff day and shadowing of programs or co-facilitation of programs which will be determined ahead of time. The intern will be expected to work between 20-25 hours per week, but the start date, end date, workday hours, and days worked throughout the week are flexible depending on the need of the selected candidate.

**Prepared by:**

Megan Nelius

**Date**

Friday, December 8, 2023