

## Internship Role Description

for Eleven+ Scholar Applicants

**Name of Hosting Organization:**

The Diversity Center of Northeast Ohio

**Internship Role Title:**

SHIFT 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. More information on public transportation 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**

The intern will serve as an Assistant to the SHIFT Team, supporting them in research of social justice topics, as well as upgrading current programs and developing new programs around topics that address challenges that workplaces have in regard to eliminating bias, bigotry, and racism.

**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 for the SHIFT team that consists of Justice, Equity, Diversity, and Inclusion (JEDI) Specialists and Director of Programs.

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

The intern will be collaborating with other departments such as the Marketing team and the team that works directly with youth and educators in various school districts of Northeast Ohio.

**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** Shilpa Kenjale

**Contact Email** skenjale@diversitycenterneo.org

**Mentor Name** Shilpa Kenjale

**Mentor Email** skenjale@diversitycenterneo.org

**Internship Summary**

The intern will serve as an Assistant to the SHIFT Team, supporting them in research of social justice topics, as well as upgrading current programs and developing new programs around topics that address challenges that workplaces have in regard to eliminating bias, bigotry, and racism. The Director of Programs for SHIFT Consulting will offer a weekly supervision hour to go over the work that was done that week and to plan and discuss agenda for the following week.

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

**Essential Responsibilities of this role?**

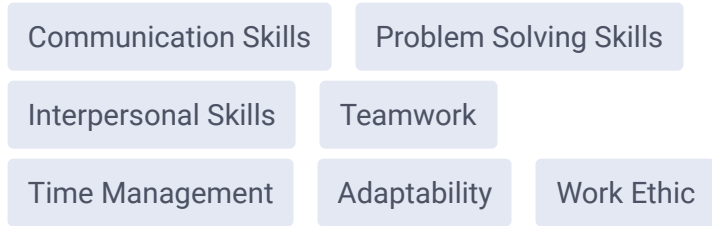
Primary responsibilities for this position include:

- 25%- Assisting each member of the SHIFT 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 SHIFT Team members
- 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)

### **Skill Development Opportunities**



### **Knowledge and skills required for this role**

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**

Success in this role will be the ability of the intern to understand what it takes to develop a good program from start to finish, as well as comprehend what is needed in order to ensure good facilitation of programs by oneself and by anyone on the team. Lateral thinking, Cultural and Emotional Intelligence are expected to rise by the time the intern has successfully completed this internship.

### **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:** Shilpa Kenjale

**Date** Friday, December 8, 2023