



The Diversity Center of Northeast Ohio Internship Description & Application

WHO WE ARE

The Diversity Center of Northeast Ohio, founded in 1927 as The National Conference of Christians and Jews (NCCJ), is a human relations organization dedicated to eliminating bias, bigotry, and racism. Our work includes creating safe spaces to discuss issues of discrimination. Through in-school and out-of-school programs, conferences, residential retreats, special events, and workplace initiatives, our work uses a social justice framework to show the history of inequity, while empowering participants with tools and resources to work towards change in their own communities. The Diversity Center's vision is to create communities where all people are connected, respected, and valued. The Diversity Center is a member of the National Federation for Just Communities.

WHO YOU ARE

A self-motivated individual committed to social justice in your community and beyond. You are available for at least 30 hours per week. You are eager to learn with a clear understanding of the importance of details, perceptive while conducting research, a proficient writer, and have a good understanding of current social media sites. You are aware of the topics associated with social justice and have a desire to effect change by promoting education and awareness.

WHAT YOU WILL DO

An individual in this unpaid position will have the opportunity for exposure to nonprofit management, community engagement, marketing strategies, event planning and the elements of program development, delivery and analysis.

During your time with DCNEO, you will:

- Explore research for relevant data, theory, and practices surrounding topics of diversity, multiculturalism, equity, and inclusion
- Utilize the SPSS software system to analyze program effectiveness and delivery
- Assist in program delivery with DCNEO staff members
- Collaborate with Development to explore funding and grant opportunities
- Organize and update social media engagement
- Create and complete a project or programming based on a topic of your choice under the guidance of DCNEO staff

OUTCOMES & DELIVERABLES

Specific outcomes and deliverables will be established between selected interns and DCNEO staff members directly supervising the internship experience. Input from the intern's faculty advisor/degree-granting program requirements will also be weighed in the development of internship outcomes/deliverables, which may include:

- Researching and acquiring specific information and knowledge around chosen diversity topic(s)



- Experience with SPSS software; program design, delivery, and analysis
- Better understanding of nonprofit management & organizational structure
- Training and leadership development around facilitating dialogue, practicing inclusion and accessibility, and general information as it pertains to diversity topics in education and business.

REQUIREMENTS

- Desire to engage and sustain community building
- Knowledge of Microsoft Office Suite and social media sites
- Flexible team player with the ability to pursue and complete individual projects
- Strong communication skills, written and interpersonal
- Organized and detail-oriented
- Strong work ethic and respect for confidentiality

The Diversity Center internship opportunity may be taken for credit hours and can be completed during the summer or academic year. We will work with you to make the experience enriching and educational.

In addition to completing the attached form, please submit a resume and cover letter. All applications should be submitted via email or fax: lpennick@diversitycenterneo.org | fax (216)752-4974

Thank you for your interest in The Diversity Center of Northeast Ohio – we look forward to connecting with you!

Contact Lorraine Pennick or Kaila Johnson with any questions, comments, or concerns - lpennick@diversitycenterneo.org or kjohnson@diversitycenterneo.org | (216) 752-3000.



Intern Applicant Information (for office records)

CONTACT INFORMATION

First Name _____ Last Name _____

Address _____ City _____

State/ZIP _____ Cell Phone _____

Email Address _____

Birthday (MM/DD/YYYY) _____

School /Organization Involvement _____

Major/Minor _____

APPLICATION QUESTIONS

Have you participated in The Diversity Center's programs before? Y N

If so, which programs? _____

How did you hear about The Diversity Center? _____

The following questions are intended to help us understand your background with diversity, multiculturalism, and inclusion. Please respond as honestly as possible in a separate document (paragraph format):

1. What is the difference, in your own words, between diversity and multiculturalism? *(if necessary, please reference the definitions)*
2. From your perspective, what influence does this difference have on society's approach to race relations?
3. Elaborate on an experience with diversity and/or multiculturalism that has contributed to your development as a citizen and leader. What was the lesson that you drew from this experience?
4. In the practice of diversity, inclusion, and equity, are there any topics in particular that you are passionate about? In what ways do you want to grow? Are there any topics that you would like to learn more about or explore in depth?
5. If you were tasked with creating a program or project to address intercultural challenges in your community, what would you decide to do and how would you approach bringing your idea to life?

Please attach and submit your resume with this document completed. You will be contacted by a DCNEO staff member to complete intern procedures. All applications should be submitted via email or fax: lpennick@diversitycenterneo.org | f. (216)752-4974

Applicant Signature _____ Date _____