

**Job 2: Administrative Specialist 1: Health Equity Portfolio: Office of Diversity, Equity and Inclusion (DEI)**

**Job Responsibilities and Deliverables**

- Intern will be responsible for support of administrative, training, and data tasks that align with the office's charge to support the Department of Health and Human Services' strong and inclusive workforce.
- Intern will prepare meeting materials for internal/external engagement that includes slide decks, data extrapolation, charts, and reports.
- Intern will gain knowledge and application of DEI principles that support the office's strategic priorities and functions.

**Management Preference**

Student enrolled in a Human Services, Education, Humanities, Social Science, Business or Communications programs at a Historically Black College or University (HBCU) or Minority Serving Institution (MSI) located in North Carolina.

**Knowledge, Skills, and Abilities**

- Ability to work **20 hours (Hybrid)**, Monday – Friday between the hours of 8 am and 5 pm.
- Ability to demonstrate knowledge and interest in DEI-related matters, within a workforce setting, including accessibility, belonging and health equity.
- Ability to effectively engage and interact with a broad and robust population of internal professionals, and external partners.
- Ability to compile, assimilate, and organize both printed and electronic information, including slide deck, and other meeting and presentation materials.
- Knowledge of data collection, storage, organization, manipulation, and/or analysis of data and apply that knowledge in creating reports, charts, and other materials.
- Ability to utilize office equipment and other relevant technology.
- Ability to present ideas clearly and effectively in written and verbal form, along with the use of grammar, organization, and structure.
- Ability To adjust language or terminology to meet the needs of the audience.

**Minimum Education and Experience**

High School diploma or General Educational Development (GED) diploma and two years of related administrative experience; or equivalent combination of education and experience.

