

Job 9: Administrative Specialist 1: Health Equity Portfolio – DEI Intern – Special Program

Job Responsibilities and Deliverables

The DEI Programs Intern position will primarily focus on supporting the various internal and external programs offered by the office, including but not limited to the DEI Council Network, training opportunities, and virtual convenings.

Responsibilities include:

- Participate in the planning, implementation, and assessment of DEI activities.
- Research best practices to recommend new approaches as well as continuous improvement ideas.
- Support DEI Governance groups with meeting planning and communication follow through.
- Assess impact and measure progress of DE&I projects using data and other assessment tools.
- Create and update PowerPoint presentations and other materials as needed.
- Support registration, tracking, surveys, and other project needs.
- Identify external resources that can be leveraged with existing internal initiatives.

Knowledge, Skills, and Abilities

1. Ability to work **20 (hybrid)** hours Monday – Friday between 8 am and 5 pm.
2. Candidate with excellent communication skills with experience creating presentations and project coordination.
3. Ability to demonstrate and apply this knowledge in performance of administrative tasks; ability to explain and interpret information to the public and staff.
4. Ability to compile, assimilate and organize both printed and electronic information; ability to apply knowledge of data collection, storage, organization, manipulation and/or analysis of data.
5. Ability to utilize office equipment and other relevant technology (software and systems) to meet organizational needs.
6. Ability to identify and understand issues, problems, and opportunities; use effective approaches for choosing a course of action or developing appropriate solutions.
7. Ability to clearly convey information and ideas through a variety of media to individuals or groups.
8. Ability to present ideas clearly and effectively in written form; ability to adjust language or terminology to meet the needs of the audience; ability to use correct grammar, organization, and structure.

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.