

## Center Against Rape and Domestic Violence



**Job Title:** Diversity, Equity and Inclusion Intern  
**Reports to:** People and Culture Manager  
**Status:** Temporary, 10 hours a week  
**Hours:** Flexible schedule  
**Location:** CARDV Advocacy Center

**Summary:** This position focuses on assisting the People and Culture Manager with promoting trauma-informed, culturally specific, and culturally responsive services. This includes supporting projects across the organization, coordinating relevant communication. This role will support ongoing conversation about access, diversity, equity, race, and culture.

### **DEI Intern Duties:**

- Supporting the People and Culture Manager in conceptualizing new ideas and programming that builds a diverse, equitable, and inclusive work culture
- Assisting the People and Culture Manager with promoting equity and inclusion as core values of CARDV by assessing and identifying department needs and developing action plans
- Supporting Employee Resource Groups and attending events and meetings
- Drafting, scheduling, and posting DEI communications
- Researching and briefing on DEI topics and their correlation with DV/SA/IPV
- Participation in and support of DEI-focused, community-based events and initiatives
- Tabling at public events

### **Required Education/Experience:**

- Pursuing a Bachelor's/Master's Degree
- Bilingual and/or Multicultural lived expertise or experience working cross-culturally.
- Familiar with or eager to learn about advocacy, specific demands and resources for marginalized communities, such as (but not limited to): The Global Majority, POC, LGBTQ+, Latinx, Immigrants, Neuro-diverse, Native American and Alaskan Natives, Native Hawaiians and Pacific Islanders communities.
- Strong personal practice for growing your knowledge, awareness, and interest in issues of culture, diversity, equity, and inclusion

### **Serving in this internship, you will have the opportunity to:**

- Become familiarized with a non-profit DV organization and how DEI practices affect the community
- Develop a deeper knowledge of DEI best practices in the workplace
- Opportunity for networking
- Strengthen communication, presentation, and support of meeting/focus group facilitation

CARDV commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, and individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.