



Equity and Inclusion Intern JOB DESCRIPTION

Definition

The ENC is seeking an Equity & Inclusion Intern to help the ENC meet its vision of providing all people equal access to nature. This intern will assist the organization's efforts to develop and implement policies and practices to build a more diverse, inclusive, and equitable organization. This work entails researching opportunities to expand staff capacity, supporting implementation of new policies and organizational practices, creating organizational accountability tools and strategies, and developing systems to track progress towards stated goals. The intern is encouraged to develop a project during their 12 weeks at the ENC which will work towards one of the aforementioned goals.

Supervision

The education intern works under the direct supervision of the Lead Naturalist.

Essential Functions/Duties Include, But Are Not Limited To:

1. ENC staff, along with our Equity and Inclusion intern(s), will begin developing a system to track progress towards our equity and inclusion goals.
2. Research community partners to work with that will help us draw new diverse audiences to the center
3. Help evolve the ENC's teaching material, where needed.
4. Help develop trainings for part-time staff members on how to rethink teaching concepts while using inclusive language
5. Arrive when scheduled, being mindful of travel time.
6. Maintain positive communication with all program participants.
7. Staff the front desk when requested.
8. Additional duties as assigned.

Qualifications & Requirements

1. Commitment to the mission, vision, and core values of the ENC.
2. Ability to work independently with minimal supervision and demonstrate flexibility.
3. Regular, reliable and punctual attendance is essential because of limited resources, costs, productivity, and quality continuity.
4. Ability to interact successfully with supervisors, staff, and students.
5. Computer (Macintosh and Microsoft Office) experience required or willingness to learn.
6. Must possess a valid driver's license and preferably a personal vehicle.

Education, Training, and Experience:

1. Must have a strong passion for diversity, equity, and inclusion, to help us better understand and support the patrons of our nature center