



DIVERSITY, EQUITY, & INCLUSION (DEI) INTERN

About: LINC (Lehigh Valley Inter-regional Networking & Connecting Consortium) provides community transition services to more than 350 individuals and their families annually, aspiring to make the Lehigh Valley a place where all people can live, work, and thrive through the power of Learning, Inclusion, Networking and Connecting. LINC directly supports the successful recruitment, transition, and retention of talent by providing pre-hire consultations, as well as community transition services and partner career support. We are committed to fostering a diverse and inclusive Lehigh Valley. Our client services and Diversity, Equity, and Inclusion (DEI) programming are designed to promote inclusion in workplaces and communities. Many of LINC's clients settle in the Lehigh Valley after landing a job at one of many Lehigh Valley employers including Air Products, B. Braun Medical, Lutron Electronics, Lehigh Valley Health Network, as well as many of the area's colleges and universities.

In April, LINC formalized its DEI Programming by launching our **DEI Community**. The DEI Community is a resource designed to help create meaningful change in organizations. We provide members with insightful features, news, diversity, equity, and inclusion research and best practices to help guide organizations in developing and implementing DEI strategies and practices. Members get educational programming aligned with this purpose through an online Resource Portal (<https://dei.linc-lv.org/>), quarterly Roundtable events featuring expert speakers and practitioners, and other events and activities facilitated by LINC.

We are seeking a DEI Intern to support our DEI Manager and help us to continue to develop, share, and promote great content that can help employers, educators, and the broader workforce on their inclusion journeys. The person filling this role will have many opportunities to contribute and enhance their DEI knowledge and skills.

Desired Major(s): Open to any major, potentially aligns well with Sociology, Ethnic Studies, Anthropology, Communication, and Business

Time Frame: Work 8-10 hours per week; minimum commitment is 12 weeks (semester), ideal is for the school year (September – May)

Reporting: The student will work directly with LINC's DEI Manager

Job Description

The DEI Intern is responsible for supporting the DEI Manager across a range of functions. Responsibilities include, but are not limited to:

- Keeping the DEI Resource Portal Up to Date
 - Identifying new content to be vetted and added to the Resource portal
 - Adding new vetted content to the Resource Portal monthly (e.g., articles, white papers, events)
 - Identifying resources or events to highlight in newsletters to our email subscribers

- Supporting the creation of new/exclusive content for LINC or packaging resources
- Managing DEI Community Membership
 - Tracking new registrants and members of the DEI Community
 - Tracking event registrations
 - Maintaining a current list of all DEI Community Member organizations on the website
 - Assisting the DEI Manager in sending welcome emails and follow-ups to new members of the DEI Community
 - Answering or directing questions and inquiries to appropriate LINC staff
- Creating and Disseminating DEI Communications
 - Drafting posts LinkedIn and other social platforms as identified by the DEI Manager
 - Creating graphics and text to communicate DEI events, ensure LINC collects key documents (E.g., speaker forms)

Qualifications:

- Attention to detail
- Very comfortable using Excel; filtering, pivot tables, vlookup
- Excellent communication skills, both written and verbal
- Demonstrated cultural competency and ability to work with diverse groups of people
- Desire to learn and grow in understanding and application of Diversity, Equity, and Inclusion principles and practices
- Experience creating reels, stories, posts on social media; understanding of social platforms
- Proficiency with Microsoft Office applications (Excel, Word, Access, Publisher, PowerPoint)
- Desire to learn Wordpress and/or work in the backend of a website
- Experience with Canva or graphics design software a plus

Compensation: An internship stipend is available.

Contact: Emilie Carlino, DEI Manager; email dei@linc-lv.com