

POSITION TITLE: Equity Ambassador Team Intern

EMPLOYEE GROUP: Temporary

DEPARTMENT/DIVISION: Office of Equity, a division of City Manager's Office

SUMMARY

Are you driven by equity work? Have you wondered what is the role of government in dismantling institutional racism? Do you like engaging people in thoughtful dialogue about equity work? The internship position will work closely with the Equity Officer and the Racial Equity Policy Advisor on current and new strategies and initiatives that serve to move equity work forward. From helping to set up racial equity trainings for city staff, co-facilitating equity trainings, co-facilitating department group assessments, analyzing data on equity surveys, and administrative support that is needed for the team.

This temporary position with the City of Boulder is part of the Housing and Human Services 2024 Youth Internship Program. This six-week (or 120 hours) internship, is sponsored by the Youth Opportunities Program. During the program, interns will work in their assigned city department, gain career skills, and attend professional development workshops and other learning opportunities with other program interns.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Pay for this position is \$20/hour

DUTIES AND RESPONSIBILITIES:

- Provide logistical support for racial equity trainings both virtual and in-person.
- Co-facilitate team workgroup assessments with departments that have an established Justice, Equity, Diversity and Inclusion team (JEDI).
- Research, compile, organize, and analyze data and information to JEDI teams.
- Provide written reports for suggested strategies and implementation of feedback.
- Attend monthly team and department-wide meetings.
- Provide administrative support during workgroup meetings and any follow up with community partners.
- Attend meetings, as necessary, with other departments to support equity work.

MINIMUM REQUIREMENTS:

- High school junior by June 2024 Interest and/or passion for field, industry, or role.
- Commitment to full participation and attendance for duration of program.
- Familiarity and comfort using Microsoft Office Products, including Office 365, Excel, Power Point and Word.

PERSONAL QUALITIES & CHARACTERISTICS

- Embody City of Boulder's values: Respect, Innovation, Integrity, Customer Service and Collaboration.
- Courteous and comfortable working in an office environment.
- Exceptional attention to details.
- Good verbal, written and graphic communication skills.
- Strong organizational, prioritization and time management skills.
- Excellent problem-solving skills, initiative, and resourcefulness.
- Ability to work both independently and collaboratively.
- A strong commitment to contributing positively to a team.
- Strong interest and curiosity for advancing equity work.

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.