

Equity Labs (EQL) Graduate Internship - Position Description

Equity Labs contact: Ashley Hill, a.hill@du.edu, Assistant Director at Equity Labs

To apply – email Ashley Hill the following documents:

- Resume
- Cover letter
- Two academic or professional references

APPLICATIONS: open until filled, start date in September 2024

Equity Labs Description

Equity Labs (EQL) is embedded within the Graduate School of Social Work at the University of Denver. EQL offers a variety of products and services including, but not limited to, diversity, equity, inclusion, and justice (DEIJ) workshops, Equity Reads (reading groups), Equity institute (professional development), and DEIJ consulting.

The staff consists of a small leadership team, contracted facilitators, several faculty members from the University of Denver, and at least two MSW interns. EQL staff, contracted facilitators, faculty, and interns work together to provide products and services. EQL expects all members of the team to approach the work ethically and rigorously – with a willingness to practice reflexivity, think critically, research and write thoughtfully, and participate as a thought partner to advance equity and justice.

Equity Labs Mission and Values

Equity Labs advances and applies innovative thinking on diversity, equity, inclusion, and justice and partners with organizations to affect long-term change through transformational practices. As a team, we center radical love meaning we consistently work on understanding one another and our clients as whole people with valuable and varied lived experiences. Interns can expect to be a part of a work culture with the following values:

- We are not neutral
- We practice radical love
- We evolve as the world does
- We lean into the joy
- We are reciprocal learners
- We are sustainable
- We are who we serve
- We dismantle oppressive systems

Position Description

EQL MSW Interns will participate in a dynamic program integrating all nine competencies outlined by the Graduate School of Social Work internship requirements. All competencies align with the work of EQL. Program components include **research and writing, facilitation and program implementation, program design or refinement, and some administrative tasks**. Interns will be expected to be active team members and will be held accountable for position responsibilities.

Compensation and Benefits

- Total compensation for this internship will be \$5,000.00 distributed evenly across the 10 months of the internship.
- Students who have work-study funds are encouraged to apply for the internship. EQL will supplement available work-study funds with available funds up to the total compensation amount.

Working Conditions

- Standard office environment with individual workstation/ communal working spaces
- All meetings will be scheduled between the hours of 9 am and 5 pm
- Some client facing work and independent work may be necessary outside of those hours and always with advanced notice
- All hours must be completed during academic quarters
- Interns are expected to have a computer with ability to conduct video calls
- Interns are expected to have DU provided Microsoft Suite downloaded and ready for use, as an office we use exclusively Microsoft
- Interns must be able to manage personal class load, internship hours, and any other additional activities

Required Qualifications

- Intern must be properly enrolled as a full-time graduate student at the University of Denver in the Master of Social Work Program in the Graduate School of Social Work
- Intern must follow all requirements from the Graduate School of Social Work and actively participate in and complete related paperwork, coursework, and meetings with task supervisor, field liaison, and field supervisor
- Intern must be a second-year graduate student (i.e., Concentration Year)
- Position requires 16.5 hours in office each week
 - o All interns are expected to be in person for all work hours at the Equity Labs office during the first quarter
 - o Availability of remote work will be determined on a case-by-case basis after the first quarter and must be approved by task supervisor in advance

Required Skills

- Familiarity with critical theories (e.g., Critical Race Theory, feminist theory, Indigenous theories) and applying theories to make strong arguments in writing
- Excellent interpersonal communication skills
- Ability to write short and long-form content (from 50 words to 5,000 words)
- Experience writing in a variety of styles (e.g., social media posts, blogs, research/technical, narrative, white papers) and for a variety of audiences (e.g., academia, public, DEI curious readers, other students)
- Ability to research, synthesize, and appropriately cite information from various media and peer reviewed journals utilizing APA format
- Strong writing, formatting, and copy-editing skills
- Demonstrated investment in equity and justice work
- Skilled in the use of Microsoft products: Word, Excel, PowerPoint, Outlook, Teams
 - o Interns will be required to use Outlook for all email communication and calendaring
 - o Interns will be required to use MS Teams for internal communications with the Equity Labs team
- Ability to manage time, prioritize tasks, and make deadlines with little to no supervision
- Practice personal and communal reflexivity

Preferred Skills

- Familiarity with equity and justice activists, writers, and texts
- Experience collecting and interpreting assessment data
- Experience teaching and/or facilitating in various learning environments

Duties and Responsibilities

Chambers Center



- Attend and participate in one-on-one meetings with task supervisor as well as weekly staff meetings and intern team meetings
- Regularly check email and MS Teams
- Maintain a consistently up to date Outlook calendar
- Regularly write (at least once a week) short and long form content for social media, LinkedIn, blog posts, and additional writing as assigned
- Read various texts, journal articles, and other media as assigned to support learning and growth in the internship
- Contribute to decision making processes among the team
- Consistently meet deadlines
- Communicate about personal needs, goals, and performance
- Be prepared to give and receive feedback on writing
- Contribute to program development and design
- **Engage with and Facilitate Equity Labs Programs and Services**
 - Attend and facilitate Equity Labs workshops in collaboration with Equity Labs staff and contracted facilitators
 - Attend and facilitate Equity Reads sessions (including but not limited to facilitating conversation about equity focused books with clients, developing reading guides for sessions, and collaborating with Equity Labs coaches to plan sessions)
 - Attend and facilitate Equity Labs Community Hours
 - Attend and assist at community events where Equity Labs is present