



**Diversity, Equity, and Inclusion Fellow
(Up to 28-week position with stipend)**

JOB DESCRIPTION

Summary/Objective

The Diversity Equity and Inclusion (DEI) Fellow will support IIC's DEI initiative, with a particular focus on diversity in professional roles, as well as relationships with immigrant and refugees. The Fellow will help IIC ensure access, equity, diversity and retention to programs, jobs and educational opportunities through sustainable relationships, resources and initiatives of welcome.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintain weekly IIC office hours (15-20 hours).
2. Help inventory Ethnic Based Community Organizations; ethnic groups (not formally organized); and the formal/informal leadership in these groups
 - a. Increase ECBO participation and engagement with IIC
3. Help analyze demographics and make-up of volunteers with the International Visitors Program
4. Help plan, coordinate, and attend IIC DEI events and staff meetings to include organizing at least one event each semester that promotes/supports DEI initiative
5. Help maintain and update the IIC website and other IIC social media platforms, as needed
6. Work with leadership to mobilize IIC stakeholders, including staff board and volunteers around issues of diversity, equity, and inclusion
7. Work with leadership to plan for sustainable relationships with stakeholder groups
8. Participate in position training at the beginning and end of the term.
9. Maintain proper records, including timesheets and meeting summaries
10. Duties as assigned to benefit operations and functions of IIC.

Competencies

1. Communication Proficiency
2. Multi-Tasking and Organization
3. Business Acumen
4. Problem Solving/Analysis

Preferred Education and Experience

- College Student or Recent Graduate

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment and routinely uses standard office equipment.

Travel

This position may require travel within the Des Moines metro area. No overnight travel is required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this role. Duties, responsibilities and activities may change at any time with or without notice.

Job Type: Fellow (paid internship); 15-20 hours; collaborative office environment

Location: Des Moines, IA

Language: A language in addition to English (preferred)

Wages: \$2,000- \$4,000 based upon start date. This position is grant-based.

Application Process:

Please send resume, cover letter, and contact information for three references to: Patricia Grote, pgrote@iowainternationalcenter.org