

JEDI (Justice, Equity, Diversity, Inclusion) Specialist Internship

Location: Waterloo Office

Reports to: JEDI Committee Member

Dates/ Hours Anticipated: 10-15 Hours/ Week

Status: Unpaid Internship



Summary:

JEDI Interns will work closely with the (JEDI) Committee to assist with researching and applying best practices to agency operations and policy, investigation and follow-up in scenarios that warrant improvements or procedural change, and training opportunities for staff and volunteers on these topics.

What You Will Do:

- Attend and actively participate in monthly JEDI Committee Meetings and work in collaboration with the committee to work toward the vision of the agency, as it pertains to justice, equity, diversity and inclusion related work.
- Develop and deliver JEDI training at agency quarterly meetings and Knowledge and Nourishment Sessions.
- Complete program data documentation and assist with occasional audits.
- Participate in assignment and research that help the JEDI Committee meet its goals and objectives.
- Observe various programs and department operations throughout the agencies to best understand agency functionality and services provided.
- Become familiar with the Equal Access Assessment, a tool used for measurement and evaluation by the JEDI Committee.
- Represent FOF at community and other program development meetings in a positive and professional manner.

Internship Requirements:

- Demonstrate FOF's 5 core values: People First, Discover & Do, Equity and Inclusion, Grit
- Believe in our 10-year vision: Everyone Has a Home
- Respect the confidentiality of clients receiving services through FOF and donors
- Exhibit a belief in non-violence and willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking or other violent crimes and homelessness in a non-discriminating manner
- Ability to pass a criminal background check
- Ability to complete Victim Counselor Training, Empower DB training, Confidentiality, Housing First Trainings

Internship Qualifications:

- Recommended for students looking to complete a 100-200 hour internship
- Attending college for a degree in Family Services, Social Work, Counseling, Psychology, Communication, Education, Human Services, or another related field.
- Ability to complete university required service hours during normal office hours (M-F 8-4:30)

For more information, please email the Volunteer Manager, Madison Gaffney, at madison@fofia.org with the subject line 'JEDI Specialist Internship.'