

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

*Location: Waterloo Office*

**Reports to:** JEDI Committee Member

**Status:** Unpaid Internship



**FRIENDS**  
of the **FAMILY**

Take Back Tomorrow. Today.

### **Job Summary:**

JEDI Interns will work closely with the Justice Equity Diversity and Inclusion 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.

### **Job Description:**

- 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.

### **Job Requirements:**

- Exhibit a belief in non-violence and a willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking, other violent crimes, and homelessness in a non-discriminating manner.
- Respect the confidentiality of clients receiving services through Friends of the Family.
- Maintain professionalism and develop familiarity with agency policy and procedures regarding crisis intervention to exercise good judgment in various situations.
- Openness to perform other work assignments as requested.
- Exemplify Friends of the Family Core Values of People First, Emotional Intelligence, Equity and Inclusion, Drive Change, and Grit.
- Demonstrate support for Friends of the Family's mission of providing safe shelter, confidential services, and housing assistance to individuals in crisis.

### **Job Qualifications:**

- Have previous experience and/or instruction in justice, equity, diversity and inclusion focused projects or work.
- Ability to complete required service hours.
- Ability to work within our typical office hours of 8a-4:30p Monday-Friday.
- Ability to complete mandatory Victim Counseling Training.
- Ability to travel to identified worksites.

**For more information, please email the Community Engagement Manager, Madison Gaffney, at [madison@fofia.org](mailto:madison@fofia.org) with the subject line 'JEDI Specialist Internship.'**