

Diversity, Equity, and Inclusion Intern

Reports To: Vice President of Customer and Relationship Management

Job Description

The Diversity, Equity, and Inclusion Intern is responsible for assisting the Vice President of Customer and Relationship Management with implementing VisualDx's diversity, equity, and inclusion (DEI) strategies.

Major Duties

- Assists with managing DEI-related projects, such as following-up on action items and helping to keep projects on track (internally and externally).
- Provides administrative support with all DEI-related meetings, including scheduling and minute-taking.
- Assists with collecting and analyzing quantitative and qualitative data from diversity surveys and other data sources.
- Researches, compiles, and provides input from DEI articles and other related resources.
- Other duties as assigned.

Essential Qualifications

- Recent graduate or currently enrolled in an accredited university or college as a full-time undergraduate or graduate student.
- Weekly commitment of 20 hours with at least 2 virtual check-ins (30 to 60 minutes) with the Vice President of Customer and Relationship Management each week.
- Access to a reliable computer, internet access, and phone.

Preferred Qualifications

- An interest in the operational and business development aspects of DEI.
- Hold or be enrolled in an Organizational Management, Sociology, Anthropology, Psychology, or similar Social Sciences degree at a senior year Bachelor's level.
- Awareness and interest in issues of equity and inclusion, cultural and systemic racism, social justice, and cultural competence.
- Strong knowledge, interest, and commitment to social justice issues and creating diverse, equitable, and inclusive workplaces.
- Possesses the ability to handle confidential and sensitive information, including employee data and workforce demographics.
- Technology savvy with strong computer and internet skills.
- Familiar with Microsoft Office (Outlook, Calendar, Word, Excel, PowerPoint, OneNote, and Teams), Slack, and Zoom.
- Detail-oriented with excellent written, verbal, and presentation skills.
- Self-motivated, good organizational skills, ability to prioritize, multi-task, and meet deadlines.
- Familiar with the healthcare sector.