



Diversity, Equity, and Inclusion (DEI) Intern
 Scope of Work

Job Title: Diversity, Equity, and Inclusion (DEI) Intern (Paid)	Reports To: Deputy Director
Department: Programs	\$12/Hour (<i>Paid internships are based on available funding and program requirements</i>)
Revision Date: 11/5/24	Classification (FLSA): Non-Exempt

About Honestly

Vision: A culture in which opportunities for youth to pursue education, careers and well-being are not limited by teen pregnancy.

Mission: We are building a movement to improve sexual health outcomes for youth.

We do this by:

- Acting as the facilitator of the Collaboration with a common agenda focused on reducing Oklahoma County’s teen birth rate by an additional 25% by 2025.
- Convening, supporting, and connecting our partner network of content and context experts to have the biggest impact.
- Engaging and mobilizing the community around our cause and the work of the Collaboration.
- Evaluating and sharing data for the purposes of strategic learning and the more effective collective impact.
- Advocating for youth to have access to resources, services and medically accurate information about sexual health.

Position Overview

With support from the organization’s Deputy Director, and in collaboration with each individual employee, the DEI Intern will help shape and support our efforts to advance Diversity, Equity & Inculcation (DEI) at the individual, organization, and systems levels.

Equal Opportunity

Honestly is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race (inclusive of traits historically associated or perceived to be associated with race including, but not limited to, hair texture and protective hairstyles, including afros, braids, locks, and twists), color, religion, sex, national origin, citizenship or immigration status, family relationship or status, marital

status, military status, sexual orientation, gender identity, genetic information, HIV status, source of income, the presence of any sensory, physical, or mental disability, status as a victim of domestic violence, harassment, sexual assault or stalking, or any other status protected by applicable state or local law.

Scope of Work

Learning (25%)

- Under the mentorship and coaching of leadership, engage in weekly learning activities including, and not limited to:
 - The history and mission of *honestly* and the Collaboration.
 - Reproductive Well-Being
 - Collective Impact
 - Systems Change
- Meet no less than once with each staff person to learn more about the organization and their role within the organization.
- Develop an expert understanding of the Comprehensive Plan, Momentum Matters (including all associated appendixes and reference materials), and Power to Decide

Strategic Partnership Management (75%)

- Under the direction of the CEO and Deputy Director conduct the AWA equity audit to assess the current DEI capacity of the collaboration
- Create an ongoing list of equity resources to be housed on the *honestly* shared drive and website for internal and public use
- Research and complete a list of community-based organizations, businesses, and other entities that *honestly* may consider partnering with
- Create a list of diverse members of the collaboration to convene as the Equity Committee for the Collaboration
- Host a “meet and greet,” meeting of potential Equity committee members
- Host “working meeting/s,” for a newly established DEI committee of the collaboration, taking a leadership role in shaping and supporting the DEI committee for the collaboration
- Collaborate with the Data and Strategic Learning Team to assess the effectiveness of the DEI committee meetings

To Apply:

Please send a resume to tbaird@honestlyokc.org . Resume should include field of study and anticipated graduation date.

In place of a cover letter, please provide a writing sample that addresses the following questions.

1. What does DEI mean to you?
2. How does the Mission and Vision of *honestly* resonate with you?

3. What is one simple adjustment that organizations could widely implement that would help reduce disparities and improve access to sexual health services for youth in Oklahoma County? How would you test the effectiveness of this adjustment in meeting its goal?

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of Honestly.