

Internship Title: Diversity Leaders Initiative and White-Riley-Peterson Policy Fellowship Internship

Organization: Riley Institute at Furman (Riley Institute)

Number of Openings: One

Days/Hours/Duration: Part-time (8-25 hours/week depending on time of year; see below)

Payment: \$10/hour; summer housing not provided

Employment Date: May 2024 through April 2025

Diversity Leaders Initiative and Public Media Diversity Leaders Initiative

The Diversity Leaders Initiative is a competitive, statewide leadership development program providing diversity management skills to leaders from across South Carolina from a variety of backgrounds including corporate, government, faith-based, education, and non-profit organizations.

Public Media Diversity Leaders Initiative is a highly interactive virtual program, modeled after the Riley Institute's lauded South Carolina Diversity Leaders Initiative, designed with the unique needs of public media in mind. Participants will explore selected best DEI practices already in place within public media and content tailored to examine challenges, themes and topics identified by the participants.

As flagship programs of the Riley Institute, we are looking for a part-time intern to assist with the administration of these programs.

Learning Objectives: The Intern will work closely with the program manager in a highly visible role and will

- Support the design, implementation and evaluation of a successful leadership development program through variety of touch points including preparing notebook meeting materials, mailing various program collateral to participants, and other administrative work
- Professionally represent the program and Institute through personal interactions with executives and leaders from across the state
- Develop, design and deliver communications through the appropriate channels (social media, web, other) to help promote the program and keep current and former participants informed and connected to the Institute

Internship Hours:

5-10 hrs/week in May

15-20 hrs/week June – August

5-10 hrs/week September – April

White-Riley-Peterson Policy Fellowship:

The White-Riley-Peterson Policy Fellowship is a ten-month learning experience for emerging leaders in the field of afterschool policy. Website is <https://bit.ly/riley-wrp>. The program is part of the Riley Institute at Furman and brings together leaders from around the country who are interested in becoming better advocates for afterschool and summer learning programs. The intern assists the program director with

organizing program applications, coordinating logistics for the September intensive in-person convening, preparing marketing and notebook materials for the in-person gathering, contacting program participants to prepare for their arrival, making reservations, administrative work, program organization, and more.

Internship Hours:

3-5 hrs/week in May

3-5 hrs/week June-August

7-10 hrs/week last two weeks of September

2-3 hrs/week during fall and spring semesters

Qualifications:

Current sophomores and juniors are eligible to apply who are studying or have an interest in political science, education policy, public policy, law, non-profit management, leadership development, or diversity. Ideally, the summer intern will continue part-time through the academic year.

Qualifications include excellent organizational and strong verbal and written communication skills, and the ability to effectively multi-task and work independently as well as part of a team. Attention to detail and accuracy is a must along with knowledge of Microsoft Office and Box. Work schedule is 20 hours/week during the summer and up to 10 hours/week during the academic year. The position is paid.

Because of the intern's intimate involvement with the programs, this individual will have daily contact with potential and current members of the DLI program and potential and current members of the WRP Fellowship; therefore, confidentiality and professionalism are paramount. The intern will also be expected to assist the staff of the Riley Institute in all aspects of event and meeting planning.

Students should submit a resume, cover letter and 2 references (preferably 1 faculty) to megan.dodgens@furman.edu.

For more information:

For information about the Riley Institute's programs, please see:

<https://riley.furman.edu/>

For more information, please contact Megan Dodgens at megan.dodgens@furman.edu.

Interns at the Riley Institute will learn:

- a) How to manage multiple complex projects simultaneously with many and varied inputs from a team of people
- b) Critical thinking skills
- c) Communication skills (intern will communicate with afterschool experts and leaders around the country via email and in person)
- d) Data management (flights, spreadsheets, transportation) for complex weeklong gathering