



## **Job Description**

### **OCCJ Programs Intern**

**Paid & Course Credit Available**

#### **About You**

You have a passion for equity and inclusion, and working with diverse populations. You are creative, detail-oriented and have developed your organization and communication skills.

You are resourceful, intellectually curious, and emotionally-intelligent. You are deeply committed to personal and professional growth and have a record of initiative-taking in extra-curricular activities or a work-setting. You have a willingness to learn and grow as a leader and professional and are comfortable working both alone and in a team environment.

#### **Who You'll Work With**

You will work from our Tulsa office to help achieve our mission of respect and understanding for all people through education, advocacy, and dialogue. You'll report directly to the Programs Director, and take on a range of programming and projects.

When you join OCCJ as an intern, you are joining a tight-knit team that will heavily invest in your professional development. This role will allow you to work on a variety of projects and has the potential to connect with you with experts and stakeholders.

#### **What You'll Do**

You will receive hands-on experience with the development and implementation of youth and/or adult programs and events. You will gain new skillsets and build on the ones that you bring to this internship.

You may potentially assist with the following:

- Curriculum development
- Program delivery, implementation, and facilitation, either virtually or in-person at schools or other businesses
- General office administration duties, including but not limited to: mailing/shipping, answering phone calls, emailing, note-taking and other office support
- Information gathering and data entry
- Program report development
- Diversity, equity and inclusion workshops

The Programs Intern will be expected to work between 8-10 hours per week depending on their schedules and availability.

#### **What You'll Gain:**

- Understanding of the process of curriculum and program development
- Insights from nonprofit professionals
- Public-speaking and group facilitation skills
- Connections within the nonprofit sector
- Tools to help facilitate inclusive work spaces
- Increased understanding of nonprofit and board structure

### Qualifications

- A genuine interest in social justice and commitment OCCJ mission and vision
- Knowledge of basic office software like Word and Excel
- Basic understanding of social media platforms (Facebook, Instagram, Twitter, etc.)
- Experience with graphic design and Adobe Creative Cloud or Canva a plus; willingness to learn a must

### Compensation

- This is a paid position. In addition, we are happy to cooperate with your institution's requirements for academic credit.

### How to Apply

- Please email a resume and cover letter by June 24<sup>th</sup> to Cara Golden @ [cgolden@occjok.org](mailto:cgolden@occjok.org).
  - The cover letter must address the following prompt:
    - **Why do you want to intern at OCCJ? How did you see yourself reflected in the job description?**
  - Nontraditional work and leadership experience are welcome in your resume (volunteer experience, camp counselor, babysitting, part-time jobs, church/synagogue/mosque involvement, etc.).

### Application Process

- Round 1: Applicants to submit all application materials (resume, cover letter and letter or recommendation) to Cara Golden by August 25<sup>th</sup>
- Round 2: Video (Zoom) Interview with the Programs Director and potentially another member of the OCCJ team.
- Round 3: All applicants will be notified of final decisions.

**OCCJ is an equal opportunity employer and welcomes candidates with diverse identities and experiences to apply.**