

## Community Engagement & Inclusion Intern

**Note: This intern does not participate in animal husbandry, nor do they have contact with animals.**

**Timeframe:** Flexible on exact start and end date (at least 12 weeks) – 20 hours a week

**Salary/Hourly Rate:** \$750 stipend for 12 weeks

**Diversity Statement:** Valuing diversity at Potter Park Zoo by creating an inclusive, equitable and accessible environment for our employees, volunteers and community.

**Position Summary:** The Potter Park Zoological Society is offering an paid internship in Community Engagement & Inclusion. This intern will work directly with the Equity and Engagement Program Manager in building and strengthening the zoo's diversity strategies and initiatives for enhancing inclusion and belonging. This includes training in DEAI and participating in multiple planning meetings, both internally at the zoo and with community and DEAI partners. The intern will also be directly involved with the zoo's community outreach programming, including Zoo in Your Neighborhood and FALCONERS.

The award-winning Zoo in Your Neighborhood provides free access to the zoo through family zoo passes and unique educational programming at community partner sites throughout the tri-county region. These programs are done offsite at the partner location. **Note: No live animals are used in these programs.**

FALCONERS is designed to allow children or adults of all ages with special needs and unique challenges (such as autism or developmental disabilities) and their whole family to have an enriching educational experience in a safe, welcoming and sensory friendly environment. This event is monthly and free to those who register.

### Essential Functions:

- Work on data entry for the above programs
- Assist the program manager in planning and presenting of the programs
- Developing activities for the FALCONERS program that are relevant to the theme of that event
- Work on the zoo's DEAI initiatives including being part of the committee
- Attend any meetings, work days, or staff development as required
- This position works indoors and outdoors as well as travels around the mid-Michigan area to present in front of groups of people (summer only for outreaches)
- On-site hours will generally be during the week. There will be some required weekend and evening events/programs.

### Qualifications/experience:

- High school diploma required
- Not required but encouraged to be actively pursuing Associate or Bachelor degree in any subject matter
- Knowledge of current events affecting diversity, equity, access and inclusion
- Ability to work with a culturally diverse workforce
- Ability to speak in public or be willing to learn
- Ability to use a computer and work with computer applications and platforms such as MS Office (PowerPoint, Excel, Word)
- Ability to cope and perform well in a fast-paced and deadline-oriented work environment
- Working with those with special needs (such as autism and other developmental disabilities)

### How to apply:

Send a cover letter and resume to Equity and Engagement Program Manager, Mariah Martinez at [mmartinez@ingham.org](mailto:mmartinez@ingham.org).

### Or by mail:

Attn: Mariah Martinez  
Potter Park Zoo  
1301 S Pennsylvania Ave  
Lansing, MI 48912

### Position requirements:

- Applicants must be at least 18 years of age
- Ability to pass a background check

Potter Park Zoo is an equal opportunity employer, dedicated to a policy of non-discrimination in application and employment for any reason, including race, color, religion, sex, sexual orientation, gender identity/expression, national origin, age, disability or medical status including genetic information and/or veteran's status. Reasonable accommodation for disabilities will be made if requested in advance.

If you need reasonable accommodations for any part of the application, interview or hiring process, please contact Mariah Martinez.