Promote Diversity & Inclusion while Facilitating Professional Development and HR Excellence

Project Title	Promote Diversity & Inclusion while Facilitating Professional Development and HR Excellence
Project Summary	Help develop and coordinate a wide range of diversity and inclusion programming, professional development, and human resources opportunities for Federal Professionals in the Pacific Northwest; learn along side the current and next generation of leaders!
Country	United States

Project Description

The Oregon Federal Executive Board (OFEB) is a small team covering a wide range of topics that touch our federal community across agencies and at all levels, from emergency management to training to charitable giving. We are looking for an intern with a commitment to diversity and inclusion to serve as a Program Associate for our Human Resources and Training groups. OFEB is a small agency free from the bureaucratic limitations of many of our larger federal agency partners- this means we can serve a laboratory, and innovate in what is often a hidebound space. We are committed to providing leadership across the federal community in the area of diversity and inclusion, as well as providing innovative professional development and HR opportunities in all areas. If you are interested in exploring what is new and exciting in the field, interested in the intersection of public service and the wider community, or enjoy exploring the process of innovation in the public space, this is the project for you!

Benefits: In this role you will have routine interaction with senior leadership across the federal community, from the FBI to the Forest Service, from our local community partners to congressional delegations. OFEB leadership will support interns spending up to 25% of their internship time attending OFEB-offered virtual training events free of charge.

Duties:
- Research and recommend innovative training opportunities for the wider Federal Workforce in the Pacific Northwest. Identify needs, research and communicate with vendors, negotiate fees, and facilitate training events

- Track and analyse training attendance and engagement using Salesforce database and other tools as required. Develop reports and make recommendations on data collection and analysis. Identify program opportunities based on data.

- Serve as Program Associate for Monthly Training Council meetings as well as ad-hoc Human Resources and Employee Engagement Community of Practice Meetings, attending virtually when possible. Interns will be responsible for communications and minutes for the group, including social media and website updates

- Develop, design, & execute marketing materials and campaigns for Diversity & Inclusion, Training, and Human Resources events

Required Skills or Interests

Skill(s)
Data analysis
Data visualization
Design thinking
Editing and proofreading
Educational design
Graphic design
Research
Social media management
Survey / polling design
Website design

Additional Information

Find more information at: https://www.oregonfeb.us/training-calendar

Language Requirements

None