

## THE HEALING TRUST (THT)

**Job Title:** Diversity and Inclusion Internships (PAID)

**Reports to:** Communications Director

**About The Healing Trust:** The Healing Trust's (THT) mission is to support and partner with communities to advance racial equity and eliminate health disparities through advocacy and strategic investments. THT is a private grantmaking foundation that furthers the work of nonprofits in Middle Tennessee who are under-resourced due to power systems such as sexism and racism that produce inequitable opportunities and outcomes.

The Healing Trust is committed to building a diverse, equitable, and inclusive team as well as a pipeline of diverse talent for the philanthropic and nonprofit sectors. We provide internships for a maximum of 2 students at a time.

We prioritize students who have historically been marginalized including Black students, indigenous students, students of color, LGBTQ+ students, students with disabilities; and/or formerly incarcerated students.

THT does not discriminate based on race, sex, religion, national origin, gender identity or expression, sexual orientation, disability, age, or any other category protected by local, state, or federal laws.

**Position Summary:** The Healing Trust's intern will have the opportunity to go beyond the surface of grantmaking to learn about its programs and to observe and/or participate in its grantmaking process from start to finish. This intern will write and evaluate grant proposals and dive deep into The Healing Trust's efforts to support nonprofit staff through various programs. Additionally, this intern will also explore the ways that grantmaking foundations utilize communication strategies to support their missions and be exposed to THT's philosophy of compassionate care.

This internship is well-suited for macro-level social work students interested in public policy or systems-change advocacy, divinity students, and MPH students who need an internship for course credit.

As with all jobs at The Trust, the intern is expected to be an active, energetic and supportive team member who practices compassion with self and others. The intern will work 16-24 hours a week and be paid \$18 per hour.

**Learning opportunities:**

- Reviewing materials related to grant evaluation, health care policy, philanthropy in the south
- Understand how a grant process works from the foundation's perspective
- Creating and receiving feedback on grant proposals
- Attend 1-2 workshops at the Center for Nonprofit Management
- Participating in site visits
- Evaluating grant proposals and/or reports relating to advocacy or policy
- Participation in Grant Review Meetings
- Conducting research and create reports/other deliverables related to The Healing Trust's initiatives
- Tracking relevant bill(s) at the state legislature and give updates/reports
- Attending and engaging in Board Meetings, Program & Staff Meetings
- Reading and discussing literature in alignment with the work of The Trust
- Researching and learning about best practices related to racial equity/ equitable work in philanthropy
- Developing and implementing a self-care plan

**Essential skills necessary:**

- Excellent attention to detail
- Excellent interpersonal skills
- Excellent communications, organizational, and planning skills
- Ability to effectively utilize e-mail and all general office software and conduct information research
- Ability to work effectively within a small and diverse team, being both a collaborative team player and a self-motivated initiator
- Self-motivated and initiative driven
- Ability to promote a compassionate and competent image of The Trust throughout interactions with multiple constituents, including, but not limited to, trustees, grantees, staff, government employees, policy makers, consultants, vendors and community members
- Willingness to learn new skills and technologies
- Commitment to learning about diversity, equity, and inclusion within the philanthropic sector

**Desired Qualifications:**

- Paid or voluntary experience with non-profits preferred
- Interns must be enrolled in an accredited college or university for the entirety of these internships and must need an internship for class credit. Internships can be for the Summer, Fall, or Spring semesters.
- We intend for the internship to be a hybrid opportunity and students must be available on Mondays and Wednesdays.

**Contact Information and Procedures:** No phone calls. Please complete the application at <https://forms.gle/dVeswcy65DhV4qfq7> by November 15, 2023.