

DEI & Internal Communications | Internships

Overview

The Diversity, Equity, and Inclusion (DEI) and Internal Communications team at The Carter Center plays a vital role in shaping how employees connect to the Center's mission, values, and one another. Our work focuses on creating an inclusive workplace culture where people feel informed, engaged, and empowered to contribute their best.

We are seeking a thoughtful, creative, and motivated intern who wants hands-on experience at the intersection of diversity, equity, inclusion, and strategic internal communications. This internship is ideal for students who are passionate about storytelling, organizational culture, and social impact — and who want to see how DEI work appears in day-to-day organizational life.

What You'll Do

- **Tell meaningful stories:** Help draft and edit engaging content for internal channels such as intranet stories, newsletters, email announcements, and employee updates.
- **Support DEI initiatives:** Assist with communications for heritage month observances, learning programs, employee resource group activities, and Center-wide engagement efforts.
- **Create and manage content:** Help organize and update intranet pages, internal calendars, and DEI resource materials used by staff.
- **Promote employee engagement:** Support the planning and promotion of internal events, including forums, workshops, mentoring programs, and celebrations.
- **Research with purpose:** Conduct background research to support DEI content, internal campaigns, presentations, and learning materials.
- **Build professional tools:** Help draft presentations, toolkits, guides, talking points, and fact sheets used by leaders and staff.
- **Learn through data:** Assist with tracking and summarizing engagement metrics such as intranet views, email performance, and event participation.
- **Collaborate across teams:** Work alongside communications, HR, and DEI partners while learning how large mission-driven organizations communicate internally. Assistance with event planning for peace programs, team-building activities, and subject-matter events.

Minimum Qualifications

- **Majors:** Pursuing or recently completed a degree in communications, English, journalism, public relations, human resources, sociology, the social sciences, or a related field

- Strong written and verbal communication skills, with attention to tone, clarity, and inclusivity
- Interest in diversity, equity, inclusion, and organizational culture
- Experience writing, editing, or producing content for digital or internal audiences helpful
- Ability to manage time effectively and work independently with little supervision, including managing projects, deadlines, and the hour requirements of The Carter Center Internship Program
- Strong organizational skills and the ability to manage multiple tasks and deadlines
- Ability to work independently while collaborating effectively in a team environment
- Thoughtful, curious, and proactive approach to learning and problem-solving
- Positive attitude, professionalism, and enthusiasm for the Carter Center's mission