



## Attorney General Josh Shapiro *Internship information*

**Internship Name:** Diversity and Inclusion : Operations Division

**Office Description:** The Diversity and Inclusion Officer provides expertise and leadership to guide the agency's commitment in cultivating a welcoming and inclusive environment and advancing the OAG mission.

**Contact:** Ebony Caldwell  
[ecaldwell@attorneygeneral.gov](mailto:ecaldwell@attorneygeneral.gov)  
(717) 857-2097

**Locations:** Harrisburg

**Hours per week:** 8-12

### **Intern Roles/Responsibilities:**

- Assists with generating ideas to increase visibility on social media platforms, including Twitter, LinkedIn, and Instagram
- Build and maintain a list of relevant local, regional, and national organization and associations for recruitment
- Generate a calendar of diversity and industry focused events in our major hubs (Harrisburg, Pittsburgh, and Philadelphia) for recruitment and networking purposes
- Support planning efforts for D&I driven events.
- Provide insight, resources, tools, solutions and actions that would increase the organization's focus on promoting D&I.
- Other duties as assigned.

### **Qualifications:**

- Strong organizational skills with attention to detail
- Excellent communication skills: writing, editing, and verbal communication
- Ability to work effectively with individuals from diverse communities and cultures
- Ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files
- Interest in and commitment to addressing diversity, equity, and inclusion

### **Application Requirements:**

- Apply using our online application: <https://www.attorneygeneral.gov/the-office/employment/>
- Attach a resume, cover letter, and transcripts from all colleges attended.
- If selected, applicants will be required to submit to a thorough records check.