**SUMMARY:**
Working directly with the Diversity, Equity, and Inclusion Program Director at Project ECHO, this position serves to advance both internal and external diversity, equity, and inclusion (DE&I) projects at Project ECHO. Given the accelerating growth of ECHO and the importance of equity within the ECHO model, this is an exciting opportunity to get involved in advancing strategic DE&I initiatives at a values-based organization focused on health, education, and civics. The research assistant will identify, vet, and translate evidence-based DE&I resources and work on designing agendas, presentations, and training materials on the topic of DE&I for ECHO’s teams. They will work both independently and in collaboration with ECHO staff from across the organization. This position is currently for Fall 2022 (starting in August) for approximately 20 hours per week with possible appointment extension for the remainder of the 2022-23 academic year.

**DUTIES AND RESPONSIBILITIES:**
1. Assist with creating and building a resource library on DEI by collating resources and toolkits
2. Conduct background research and literature reviews with the goal of identifying best practices and evidence-based interventions to advance DEI
3. Provide support with creating training materials and presentations
4. Other job-related duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**
- UNM graduate student with experience in social sciences, such as education, public health, public policy, women and gender studies, or other related field
- Strong knowledge base and passion for gender equity, racial equity, and intersectionality is desired. Preference for a student with equity and justice related coursework and/or lived experience
- Knowledge of MS Office applications, particularly Word, Excel, and PowerPoint.
- Ability to synthesize research outcomes into accessible terminology for intended audience
- Excellent general writing skills and communication skills

To apply, please email current resume and cover letter to both Anisha Asundi (aasundi@salud.unm.edu) and Alicia Armendariz (ALArmendariz@salud.unm.edu) by June 24th, 2022 for best consideration.