

**Position Title:** Alameda County Program Intern (Alameda County/East Bay/Oakland area)

**Reports to:** Alameda County Program Coordinator

**Status:** Internship

**Length of Internship:** One semester commitment; 2-3 days per week (10 hours per week)

**About the Law & Leadership Programs in Alameda County:**

The Law Program is a 12-week legal education course with experiential components that inspires youth to change their behavior and builds their skills and confidence to help make change possible. The Leadership Training Program is a one-year program providing individualized support and leadership development activities in a group setting to help youth ready for change and transform their lives.

**Law Program Components:**

12-week interactive CBT-based legal education curriculum, including weekly two hour sessions and key experiential components (e.g. role plays, juvenile system stakeholder visit, field trip, recognition ceremony) that provides:

- Knowledge on legal and social consequences of juvenile crimes; Safety (physical/emotional) among adults and mixture of youth that allows for trying new behaviors and identities; Community for youth that supports positive actions and choices; Empathy for juvenile justice system and its stakeholders; Cognitive Dissonance that creates discord between present realities and future potential; and Self-Efficacy that allows youth to see they have the potential that can be used in a positive way

**Leadership Program Components:**

Intensive individualized youth advocacy (5 hours/month—includes 2 in-person contacts)

- 1-on-1 case management
- Advocacy with probation, courts and lawyers
- School advocacy and educational support services to help youth get and stay on track with credit completion

Leadership Development

- 3-day wilderness retreat
- 4 hours/month of group activities/service learning projects

**Alameda County Program Intern – Position Summary**

The Alameda County Program Intern will provide organizational and administrative support to the Alameda County team, including administrative support to the Program Coordinator, Case Manager/Facilitators and County Program Manager. S/he must function efficiently and effectively in a fast-paced professional environment and have the proven ability to complete multiple tasks and projects with diverse priorities and deadlines. The ideal candidate will be dynamic, high-energy, and organized, and must possess strong written and verbal communication skills. S/he must consistently exhibit a high level of professionalism with all FLY staff, clients, stakeholders and visitors. The Alameda County Program Intern will uphold FLY’s core values and be internally motivated by FLY’s mission.

**Primary Responsibilities\*:**

- **Provide Organizational and Administrative Support to the Law & Leadership Programs**
  - Prepping supplies and materials for weekly law classes
  - Create fliers and announcements for upcoming events; copy materials as needed
  - Organize and prepare mailings; assist in client, family and stakeholder communications



- Assist the Coordinator in tracking youth attendance at law classes in ETO database
- Assist the Coordinator in any additional paperwork and administrative needs
- **Youth Events and Activities**
  - Supporting Coordinator in planning, organizing and executing Law Graduations, field trips and monthly Leadership events
  - Providing rides for youth to and from events as needed
  - Shopping for graduation and event supplies as needed
- **Inventory and Stocking Office Supplies**
  - Coordinate with the Program Coordinator to inventory on a weekly basis and put away/organize/replenish office supplies on a monthly basis. This includes: general supplies, program-specific supplies, kitchen supplies and postage.
  - Replenish snacks in kitchen on a monthly basis, in addition to other team building resources as needed
- **Maintain Overall Office Appearance and Cleanliness**
  - Help to keep the office looking clean, presentable and professional at all times

*\*Facilitation of Legal Education Classes may be part of this internship and will be discussed in the interview process. This would include:*

- Support the Law Program team in facilitating classes at one or more sites
- Attend Law Facilitator training in the Fall

*\*May include other duties as needed and assigned*

#### **Organizational Duties:**

- **Uplift FLY Morale**
  - Maintain a fun, positive and hardworking ethic while interfacing any FLY staff, volunteers, stakeholders and/or clients
- **Acknowledge and Support FLY's Culture**
  - Adhere to all FLY policies and procedures
  - Maintain personal balance and be receptive to perceptions of imbalance; voice concern if assistance is needed
  - Seek out and participate in personal and professional development opportunities
  - Adhere to, uphold, and incorporate FLY's values into all relations with youth, staff, and community stakeholders/volunteers:
    - Caring
    - Change Agents
    - Diversity/Creativity
    - Respect
    - Commitment (Non-Judgmental & Unconditional Love)
    - Responsibility/Accountability
    - Professionalism

#### **Qualification and Competency Requirements**

*Positional Competencies – required for our Law Program Intern*

- *Must be at least 21 years old*
- *Must have reliable transportation, drivers insurance and reside in or near the East Bay/Oakland area*



- Strong Written and Verbal Communicator
- Relationship-builder with staff, youth and volunteers
- Computer Proficient and artistic/creative (fliers, announcements, etc.)
- Ability to follow directions, implement projects and offer creative solutions
- Planning, Organizing & Stewardship of Resources
- Flexible schedule

**The Alameda County Program Intern is an unpaid internship with professional development and youth program involvement opportunities. Interested applicants please submit a Cover Letter expressing your interest and fit for this position and Resume to [internships@flyprogram.org](mailto:internships@flyprogram.org). Please specify the title of the Intern position for which you are applying within your email's subject line.**