

Position Title: Law Program Intern (San Mateo County)

Reports to: Law Program Coordinator

Status: Internship

Length of Commitment: One-year commitment preferred; or six months (Jan-June; July-Dec)

Brief Description of the Law Program:

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

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
- Self-Efficacy that allows youth to see they have the potential that can be used in a positive way

Law Program Intern – Position Summary

The Law Program Intern will provide organizational and administrative support to the law program, including administrative support to the Law Program Coordinator, Law Facilities Specialist, and Law Program. 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. This individual must be able to organize and maintain administrative processes as directed and guided by the Law Program Coordinator.

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 Law 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 Program**
 - Create packets and binders for the law program
 - Organize and prepare mailings for the law program
 - Assist the law program coordinator in any additional paperwork and administrative needs.
- **Facilitate Law Education Classes**
 - Participate in Law Program Facilitator Training at start of internship semester
 - Support the Law Program team in facilitating classes
- **Youth Events and Activities**
 - Supporting Coordinator in organizing and executing Law Graduations, field trips and other events
 - Providing rides for youth to and from events as needed

**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 and available 1-2 days per week, at least 4 hours per day (plus teaching, trainings and events separate from those 8 hours)*
- *Must have reliable transportation and drivers insurance; ideally lives in or near San Mateo County area*
- *Strong Written and Verbal Communicator*
- *Relationship-builder with staff, youth and volunteers*
- *Computer Proficient*
- *Ability to follow directions, implement projects and offer creative solutions*
- *Planning, Organizing & Stewardship of Resources*

The Law 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. Please specify the title of the Intern position for which you are applying within your email's subject line.