



Position Title: Leadership Training Program Assistant

Reports To: Leadership Training Program Manager

Status: Non-exempt, Full Time

Location: Based in San Mateo County (Redwood City office)

About Fresh Lifelines for Youth

Fresh Lifelines for Youth (FLY) is currently operating in Santa Clara, San Mateo and Alameda Counties. Working with juvenile justice youth and those at-risk of entering the system, FLY's mission is to prevent juvenile crime and incarceration through legal education, leadership training and one-on-one mentoring. At FLY, we believe that all our children deserve a chance to become more than their past mistakes. However, many children who end up in the juvenile justice system often do not get that chance and they do not have the knowledge, skills or support they need to lead productive lives. They often believe that by the time they are 18, they will be in prison or dead. But, it doesn't have to be this way.

FLY provides legal education, leadership development and mentoring to youth, builds a community who will support their healthy development and helps our juvenile justice systems be more effective and humane. As a result, FLY works collaboratively with all our system partners to actively engage in system reform efforts, and FLY is often asked to take a leadership role in local detention reform work. Together we inspire our at-risk youth and give them a chance to transform from juvenile justice involved youth into positive community leaders, creating a safer, healthier and happier community for us all.

For more information about Fresh Lifelines for Youth please go to: www.flyprogram.org.

Brief Description of the Leadership Training Program:

The Leadership Training Program is a 10 month program which provides individualized support and leadership development activities which take place in a group setting. The program's objective is to help youth ready for change to transform their lives.

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 (twice annually)
- 4 hours/month of group activities/service learning projects

Leadership Program Assistant - Position Summary

The Leadership Program Assistant supports all administrative, organizational and process-related functions of running an effective and efficient Leadership Training Program in San Mateo County. This includes providing data-entry support, event-planning and coordination, and operations support to the San Mateo office as needed. This individual will have a passion for youth service and be able to contribute creatively and effectively to the successful execution of program deliverables.

Primary Responsibilities

- **Plan and Coordinate Leadership Training Program Events/Activities**
- **Manage Program Paperwork and Youth Data Entry into Efforts to Outcomes (ETO) database**
- **Produce Reports and Information Packets for each New Cohort of Youth**
- **Conduct Eligibility/Suitability Screenings for Potential Program Youth with Probation and Parents/Guardians**
- **Prepare for Semi Annual Youth Leadership Retreat**
- **Provide General Programmatic and Office Administrative Support**
- *Other duties as needed and assigned.*

Qualification and Competency Requirements

Positional Competencies – required for Assistants

- *Experience and Education*: A Bachelor's degree is preferred, ideally in a related field. A minimum of one to three years of demonstrated success providing administrative support to a nonprofit, government, educational or private sector organization is preferred. At least two years' experience working with underserved and disadvantaged youth is preferred.
- *Relationship Building*: Ability to initiate, develop and maintain trusting relationships in a short period of time with youth, parents, those representing the juvenile justice system, other key external stakeholders, and FLY volunteers and staff. Possess the passion to energetically promote FLY's mission/vision and Leadership Program in order to attract, develop and retain youth and volunteer participation with FLY.
- *Strong Communication Skills*: Exceptional verbal and written communication skills with the Leadership Program Team, all youth and internal/external stakeholders, including timely and professional follow-through with phone calls and email correspondence; the demonstrated ability to research, assimilate and analyze information and compose documents; and the ability to effectively present information in a clear and concise manner to program staff and community partners as needed.
- *Computer Skills*: Proficiency with applications including Microsoft Word, Excel, PowerPoint and Outlook. Experienced with data-base systems. Experience with Efforts to Outcomes (ETO) database is a plus.
- *Availability* for occasional evening and weekend work and for travel as needed.

The Leadership Training Program Assistant is a full-time, non-exempt position. Compensation is commensurate with education and experience.

To apply, please submit your original cover letter and resume to jobs@flyprogram.org