

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

Reports to: Alameda County Law Program Coordinator

Status: Internship

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

About the Law Program 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.

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

Alameda County Law Program Intern – Position Summary

The Alameda County Program Intern will provide organizational and administrative support to the Alameda County Law Program team, including administrative support to the Law team. They 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. They must consistently exhibit a high level of professionalism with all FLY staff, clients, stakeholders and visitors. The Alameda County 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**
 - 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 and field trips
 - 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 Law Program area 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 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.