

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

Reports to: Alameda County Programs Assistant

Status: Internship

Length of Internship: 4-6 months; 2-3 days per week (10 hours per week)

About the Leadership Program in Alameda County:

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.

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 Leadership Program Intern – Position Summary

The Alameda County Leadership Program Intern will provide organizational and administrative support to the Alameda County Leadership Program team, including administrative support to the Programs Assistant, Case Manager/Facilitators and Associate Director of Programs and Community Partnerships. 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 Leadership 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 Leadership Program**
 - Create fliers and announcements for upcoming events; copy materials as needed
 - Organize and prepare mailings; assist in client, family and stakeholder communications
 - Assist the Assistant in any additional paperwork and administrative needs
- **Youth Events and Activities**
 - Supporting Assistant in planning, organizing and executing monthly Leadership events
 - Providing rides for youth to and from events as needed
 - Shopping event supplies as needed
- **Inventory and Stocking Office Supplies**
 - Coordinate with the Programs Assistant 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 Leadership Program area looking clean, presentable and professional at all times

**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 Leadership 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.