

Position Title: Community Resources Intern

Reports To: Grants Writer

Schedule: This position has the option to create a flexible schedule of 8-12 hours per week from January 2019 (or until position is filled) through June 2019 with the possibility of extension through the summer. Although the internship is unpaid, FLY is able to provide academic internship credit, depending on the intern's school.

About Fresh Lifelines for Youth

Fresh Lifelines for Youth (FLY) is an organization that works with juvenile justice youth and those at-risk of entering the system in Santa Clara, San Mateo, and Alameda counties. 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. Many 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; seeks to build a community of people 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 is often asked to take a leadership role in local detention reform work. FLY envisions a country where all kids grow up valued and supported, and the pipeline to prison is replaced with meaningful opportunities for kids to live healthy, free, and productive lives that make stronger, safer, and more vibrant communities for us all. For more information about Fresh Lifelines for Youth, please go to: www.flyprogram.org.

Community Resources Intern - Position Summary

Three quarters of FLY's budget comes from foundation and government grants. The organization is in an exciting phase of growth and anticipates identifying a fourth jurisdiction for expansion by 2020. The Community Resources Intern will be able to learn about FLY's growth plan by working with Grants Writer on execution of fund development activities. The Community Resources Intern will work closely with the Director of Community Resources and Grants Writer. The Community Resources Intern will report to the Grants Writer, who is responsible for writing foundation and government grant proposals for local, regional, and national to support FLY's direct services. This is an exciting opportunity to learn about the world of fundraising and gain experience in grant writing and databases.

By the end of the internship, the Community Resources Intern will have learned how to: identify foundation, corporate, and government funding prospects; plan and develop a grants proposal; collaborate on grant writing; and write foundation and corporate grant reports. The Community Resource Intern will also learn database and grant management skills through supporting the Grants Writer in maintaining grant activity files in Salesforce.

Duties and Opportunities for Experience:

- **GRANT WRITING:** The Community Resources Intern will assist with preparation of grant proposals for foundations, corporations, and government grants. The intern will develop expert knowledge of FLY programs and services in order to prepare accurate and persuasive funding requests.
- **GRANT REPORTING:** The Community Resources Intern will learn how to develop, prepare, and edit grant reports for foundations and corporations.
- **GRANT PROSPECTING:** With the Grants Writer's support, the Community Resources Intern will learn how to research the funding requirements of potential new public and private funding sources and opportunities. They will then have the opportunity to identify, evaluate, and propose prospects for new foundation, corporate, and government grants.
- **CONTEXT RESEARCH:** The Community Resources Intern will learn how to conduct research to develop and maintain knowledge of and expertise in policies and theories concerning juvenile justice systems and youth development.
- **DONOR DATABASE & RECORDS:** With the Grants Writer, the Community Resources Intern will maintain grant activity files in Salesforce, and in electronic and paper records. By the end of the internship, the individual will have introductory knowledge of Salesforce and fundraising best practices.
- **OTHER OPPORTUNITIES:** Participate in Department meetings, All-Staff meetings, and other agency-wide meetings, and represent FLY in a professional manner at events, public speaking activities, check presentations, or other, should scheduling allow.

Qualification and Competency Requirements

Positional Competencies

- **Strong Writing Skills:** Experience with formal writing is necessary. This internship will build on the Community Resource Intern's writing to experience to develop and write effective and powerful applications.
- **Analytical and Research Skills:** Strong oral and written communication skills. The intern will be required to research, assimilate, and analyze information; compose documents; present data clearly and concisely; and effectively gather and present information.
- **Eager Learner and Attention to Detail:** The ideal Community Resources Intern will be eager to learn new skills and competencies while paying close attention to details. Within fundraising, knowledge of electronic databases, like Salesforce, and management of complex deadlines is a critical tool in a non-profit professional.
- **Professionalism and Maturity:** Since the intern will have access to confidential data, ability to maintain confidentiality is required. In addition to technical fundraising skills, FLY staff will help the intern develop their soft skills and comfort in the workplace, such as professional and friendly language, tone, and energy when speaking will all internal and external stakeholders.

Organizational Competencies

- ***System-wide Thinking***: Builds vision guided by the Strategic Plan and the needs of youth being served. Uses role to champion FLY's strategic vision internally and externally. Strategizes and implements rather than just completes tasks.
- ***Growth Mindset***: Possess the belief that all people are capable of change and that "all our children deserve a chance to become more than their past mistakes." Uses language consistent with a strengths-based approach.
- ***Decisive & Accountable***: Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate rapid solutions, with understanding of the inherent risks and the implications of making tough decisions. Be accountable to the Development Department and the FLY Team.
- ***Emotionally Intelligent & Culturally Responsive***: Able to be aware of one's own emotions, perspectives, and beliefs, as well as respond respectfully to those of others. Ability to adapt to change and respect differences in a diverse environment.
- ***Computer Skills***: Proficiency with applications including Microsoft Word, Excel, and PowerPoint.

The Community Resources Intern is an 8-to-12 hours/week position. Interested applicants please submit your Cover Letter, Resume, and Writing Sample (preferably professional or academic) to internships@flyprogram.org.