



Position Title: STAY FLY Program Intern
Reports To: STAY FLY Program Lead Case Manager
Status: Internship
Length of Commitment:

About Fresh Lifelines for Young adults

Founded in 2000, Fresh Lifelines for Young adults (FLY) is an award-winning nonprofit working to break the cycle of juvenile violence, crime, and incarceration. FLY believes that all our children deserve a chance to become more than their past mistakes. FLY's legal education, leadership training, and mentoring programs motivate and equip young adults to change the course of their lives. We are also committed to helping our juvenile justice systems become more just, humane, and equitable. As a result, FLY increases safety in our communities and decreases the costs and consequences of crime.

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

Brief Description of the STAY FLY Program: The STAY FLY Program builds agency and self-advocacy in young adults to decrease justice system involvement and successfully transition back into their communities.

STAY FLY Program Intern - Position Summary

Our ideal candidate will be a team player with strong work ethic, presence and time management, and a collaborative multi-tasker. They will already have events coordination and ideally be familiar with the juvenile justice population, have experience working with and a passion for juvenile justice impacted youth. Other duties include developing and managing event-related activities and timelines; attending activities and events; and providing event debriefs and feedback to team.

Primary Responsibilities:

- Provide support to the STAY FLY Lead Case Manager including but not limited to: Room reservations, catering, maintain ongoing one on one meetings with youth, coaching, and helping with transportation of youth
- Provide administrative support to STAY FLY
- Build and maintain relationships with selected FLY supporters, vendors, and volunteers
- Build and maintain relationships with STAY FLY participants
- Flexible and willing to perform other tasks as assigned
- Ability to work in a fast-paced, high-intensity work environment
- Provide support for STAY FLY trainings
- Highly organized with great attention to detail

Qualification and Competency Requirements

Positional Competencies – required for our STAY FLY Program Intern

- ***Event Planning and Coordination Experience:*** At least two years demonstrated success providing administrative, event planning in a non-profit, government, educational or private sector organization. Proven administrative skills. Some 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 vendors, staff, key external stakeholders, and FLY youth volunteers. Possess the passion to energetically promote FLY's mission and Development team deliverables to attract and retain funding support for FLY.
- ***Communication Skills:*** Exceptional listening, verbal and written communication skills; timely and professional follow-through with phone calls and email correspondence; and the ability to effectively present information in a clear and concise manner, with influence and presence, to Development team, vendors and stakeholders.



- *Collaborative Multi-tasker*: Exceptional ability to manage multiple priorities simultaneously, while balancing the needs of FLY fundraising events, communication with the Development team, and project and volunteer coordination. Executes on priorities with strong work ethic, professionalism, and discretion.
- *Professionalism and Resource Stewardship*: Ability to maintain a high level of professionalism when working with vendors, staff and youth to maximize event effectiveness and optimize stewardship of resources within a specified time limit.
- *Cultural Competency*: Commitment to provide services in a culturally competent manner to the entire target population regardless of gender, age, religion, race, ethnicity, sexual orientation and disability.