



TO APPLY: Please Complete [this form](#) and email it to internships@flyprogram.org along with your resume. Make sure the subject is “Internship - Career Pathways Intern.”

Position Title: Career Pathways Intern

Reports To: Career Pathways Manager

Community: San Mateo County

Office Location: Redwood City, CA (up to 50% hybrid role of in-person and remote)

Pay/Hours: Unpaid, 10-20 hours/week

About Fresh Lifelines for Youth

Fresh Lifelines for Youth is an award-winning non-profit whose mission is to partner with youth to unlock their potential, disrupt the pipeline to prison, and advance justice in California and beyond. By [2030](#), through partnering with young people, communities, and systems, FLY will contribute to the fight for equity and justice by taking concrete steps to dismantle California’s pipeline to prison, equip 30,000 youth to transform their lives and create meaningful opportunities for them to live healthy, free, and productive lives. For more information about Fresh Lifelines for Youth, please visit: www.flyprogram.org

Career Pathways Intern - Position Summary

The Career Pathways Intern will assist the Career Pathways Navigator in providing career and education services to high school age youth. The intern will provide administrative support and will assist in resource navigation and youth engagement.

Position Responsibilities

General Administrative Support

- Order and organize workshop supplies and snacks
- Purchase and send gift card incentives and stipends to youth
- Order and deliver workshop food to school site in Hayward

Data Collection and Entry

- Organize attendance records for workshops
- Enter youth check ins, attendance and youth demographics into FLY’s data entry database ETO

Youth Engagement

- Check in with youth on school and career exploration progress wellbeing
- Remind youth about upcoming workshops, events, field trips
- Participate and co-facilitate icebreaker activities with youth on site

Resource Navigation



- Create, organize, and update hard copy and electronic resource binder
- Ensure resources are current and relevant for youth
- Share community resources with youth including other FLY programs and opportunities

Organizational Duties

- Maintain a positive and hard work ethic while interfacing any ACOE, FLY staff, volunteers, stakeholders and/or youth
- Adhere to all FLY policies and procedures

Professional Development

- Participate in trainings offered and other professional development spaces
- Learn about your professional strengths and values
- Shadowing other FLY programs

Position Requirements

The ideal candidate will have a deep commitment to equity, social, racial, and economic justice. They will be passionate about education and will have an enthusiasm for career exploration. The candidate will believe in FLY's vision and mission and will resonate with FLY's values: accountable, dedicated, respectful, equitable and just, loving, innovative, hopeful, and youth-centered.

Core Competencies: Skills and behaviors that FLY expects and develops all staff to exhibit across all positions at various levels of proficiency (early stage, intermediate and advanced)

- *Cultural Responsivity:* Demonstrates an openness and commitment to equity, justice, and belonging. This includes being aware of one's own bias and privilege, building an understanding of systems of oppression, and valuing diverse perspectives; you take actions to learn and contribute to an environment that creates power-sharing, access, and opportunity within our community.
- *High Quality:* The ability to own your work, be accountable, and take initiative to produce high-quality results. This includes setting and achieving standards that demonstrate a high level of care and commitment to our mission, our population, our colleagues and our partners.
- *Collaboration:* The ability to work effectively within a team and intentionally across teams to contribute to FLY's mission and agency goals. When working with others, you exercise your strengths and build on the strengths of others.
- *Communication:* The ability to convey information effectively with consideration of the situation and audience. This includes communicating clearly with people of different backgrounds and cultures in which you demonstrate self-awareness, empathy, and active listening.
- *Problem Solving:* Applies critical thinking to problem solving that considers multiple perspectives and actively identifies creative solutions to address individual and systemic challenges.
- *Adaptability:* The ability to adapt and respond to change effectively. This includes



engaging in continuous learning, maintaining a solutions orientation, and proactively seeking opportunities to be supportive of change that best serves our mission.

Note on Qualifications: In FLY's quest for an equitable hiring process, candidates are encouraged to apply even if they feel they only meet **75%** of the **position requirements**.

Our Commitment to Diversity, Equity, And Inclusion

At FLY, we embrace a diversity of identities, beliefs, thoughts, and experiences. We commit to creating an organizational culture of equity and inclusion to better serve our youth and communities. FLY is an Equal Opportunity Employer. We strive for an inclusive culture and a staff team that reflects diversity. Applicants for all job openings will be considered without regard to age, race, color, religion, sex/gender, national origin, sexual orientation, disability, veteran status or any other consideration made unlawful under any federal, state or local laws. We strongly encourage women; people of color, people who identify as part of the lesbian, gay, bisexual, transgender, and queer communities; people with experience in the juvenile justice or criminal justice systems; and people with disabilities to apply. Fresh Lifelines for Youth is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or accommodation due to a disability, please contact us at (408) 263-2630 or compliance@flyprogram.org

COVID-19 Vaccination

At FLY, we are committed to the safety of our employees, clients, and all others who enter our workplace. As such, FLY would like to make clear that the COVID-19 vaccination is a condition of employment. However, FLY does allow staff to apply for exemptions based on medical history or sincerely held religious beliefs or practices. This must be approved through FLY's compliance department. If you have any questions or would like to learn more, please contact us at (408) 263-2630 or email compliance@flyprogram.org

What to expect

- Application
- 1-2 interviews