

YLI Program Intern  
Job Description

---

<b>Position Title:</b>	YLI Program Intern
<b>Department:</b>	Fresno YLI Programs
<b>Classification:</b>	100 hours (Fall, Spring or Summer terms) Compensation: \$500 Internship stipend
<b>Reports to:</b>	Cynthia Sapien Rocha, Director of Central Valley Programs
<b>Location:</b>	Youth Leadership Institute Fresno Office 700 Van Ness Fresno CA 93721

**The Youth Leadership Institute (YLI)** creates opportunities for young people and their adult allies to come together to create positive social change. We provide them with the tools they need to transform youth-serving systems and communities into places where all youth feel valued and supported. YLI designs and implements community-based programs that provide youth with opportunities to assume leadership roles in the areas of action research, evaluation, prevention, philanthropy, and policy and civic engagement- all with the goal of bringing youth voices to decision-making tables. Building on these real-world program experiences, YLI creates evidence-based curricula and training programs that are disseminated across the country through our training and technical assistance services.

Our goal is to create systems and communities where all youth receive the support and opportunities they need to participate in the decision-making that affects their lives and to have their basic needs met. To this end, YLI promotes youth development strategies and youth leadership in social change efforts through our community-based programs, policy advocacy work and our training and technical assistance services. The Youth Leadership Institute's prevention work in Fresno has flourished over the last fifteen years. We currently operate several Youth Leadership Councils and prevention networks addressing alcohol, educational justice, and health promotion in both urban and rural areas of Fresno County.

**Job Summary:** The YLI Program Intern will provide program support and assistance with program-specific administrative duties in partnership with the Program Coordinators and Program Assistants by using Environmental Prevention strategies, including media advocacy, policy change, and youth-led research and evaluation. The YLI Program Intern will work with the youth we serve, staff and community partners. This person will assist with the organization and maintenance of program-specific databases, provide technical assistance and be trained for youth-led community projects. In addition, the YLI Program Intern will provide administrative support to all YLI Central Valley staff and related programs.

A. Duties & Responsibilities

Assist with Program Coordination and Administrative Support

- Work in partnership with Program Assistants and Program Coordinators to create environmental prevention campaigns based on needs that have been identified through community research and assessment
- Assist in organizing youth convening and events, as well as logistics in program activities
- Support youth groups in carrying out projects and grant requirements
- Work with youth to utilize data collection methods to document program activities for reporting purposes.
- Compose and send memos/emails as needed
- Other administrative and office management duties as assigned

#### Youth Participant Recruitment and Relationship-Building

- Work in partnership with the Program Assistants and Program Coordinators to maintain contact and follow through with young people on specific commitments by phone, email, text, etc.
- Support structures for youth-adult partnerships and participation including acting as a liaison
- Support a sense of belonging and teamwork among youth advocates
- Utilize positive youth development principles

#### Curriculum Development & Training Delivery

- In collaboration with the supervisor, support trainings to youth participants
- Deliver content and workshops to program participants as assigned based on experience

#### Stay informed about local & national issues, trends and opportunities in the field

- Scan local and state list-serves and websites
- Track local and state policy related to projects
- Bring issues/opportunities to the attention of supervisors and share knowledge/resources with staff and youth

#### B. Minimum Education and Experience

- Capacity to work with youth and adults from communities of color and low-income communities.
- Some knowledge of local youth-serving organizations
- Written and verbal communications skills.
- Computer literate in Mac Platform with proficiency in Microsoft Word.

#### C. Working conditions: (travel, weekend)

- Occasional evening and weekend hours required

#### D. Physical Effort

- Occasional lifting of up to 25 lbs.
- Requires computer use each day, including typing

#### E. Environmental Conditions

- Occasional outdoor activities

### **JOIN OUR TEAM!**

To apply, submit a cover letter describing your qualifications for the position, and a current resume to [csapien@yli.org](mailto:csapien@yli.org). To ensure that you are considered for the position, please put YLI Program Intern in the subject line of your email. Applications will be reviewed on a rolling basis. Positions open until filled.