



Restorative Justice Internship

Received on: _____, 20____ by: _____

Position Summary:

Semester internship to aid the Restorative Justice Center, providing administrative and session support.

Reports To: Program – Center Operations Manager

Schedule: Varied/Flexible; three days per week, including evening sessions.

Hours: 20 hours per week or 270 hours in total over the course of the semester or term.

Intern Profile:

- Provides friendly, welcoming interactions with client participants and individuals from the community.
- Develops personal and communal understanding of Restorative Justice, including attending meetings, conferences and referral-based services as requested by the Program – Center Operations Manager.
- Initiates professional communication.
- Leadership/Accountability: Demonstrates ability to accept ownership, take initiative and assume responsibility. Drives project initiatives. Develops solutions and ideas that add value. Skills in planning, organizing, prioritizing.
- Adaptability: Ability to be flexible and work within a nonprofit environment. Able and willing to learn consistent responsibilities. Must be able to adapt to a continually evolving environment and thrive in a deadline-oriented workplace.
- Communication: Able to effectively communicate (verbally, written, and interpersonally) with poise and professionalism in highly charged and sometimes emotional situations or sessions. Demonstrate questioning, listening, and non-verbal communication skills. Expresses disagreement professionally.
- Ability to Maintain Confidentiality: This position requires the direct access to highly sensitive and confidential information. Therefore, it is imperative that the highest levels of strict integrity and confidentiality of proprietary and confidential stakeholder, center, and organizational information be maintained at all times.
- Solid knowledge of and ability to define quality improvement methodologies, performance measurements, statistical analysis. Solid ability to analyze and interpret qualitative and quantitative findings; strong analytic skills to determine validity and statistical analysis of data.
- Proficient keyboarding, PC/Mac, and internet skills.
- Good understanding of Microsoft Office (Outlook, Word, Excel, and PowerPoint) and Mac applications.
- Demonstrated project management skills.

Center Operations:

- Document communication, relate information to coworkers; follow-up as necessary.
- Aid session scheduling, planning and communication, including data entry.
- Direct the process of outreach and partnership with local community and criminal justice agencies, including county drug courts and Criminal Justice Coordinating Councils (CJCC).

Marketing and Communications:

- Aid in the maintenance of all pages of the organization website.
- Draft content from various entities to provide consistent and ongoing electronic newsletters for external stakeholders.
- Draft and schedule outgoing social media posts for Facebook, Twitter, etc.

