



**JUST US 4 YOUTH**  
MENTOR | HEAL | DEVELOP

## **JOB DESCRIPTION - Nonprofit Program Intern**

**Program Overview:** On-Point provides quality interventions to identified students in person or virtually. It focuses on social emotional support, mentoring, and character and leadership development. We facilitate restorative circles, conduct 1 on 1's, and provide in class support to improve behaviors. Our staff are trained in restorative practices and have an ability to reach students who are guarded, oppositional, and struggling in life and academics.

**Position Summary:** Just Us 4 Youth is seeking a Nonprofit Program Intern to join our organization and support our mission to mentor at-promise youth to be better students, better people, and better leaders. The Nonprofit Program Intern will work closely with the On-Point Supervisor and gain hands-on experience on how to support a youth's or young adult's professional development.

**Duration and Location:** The internship is a 12-week program. The projected timeline is set to begin January 10th, 2021 and end April 4th, 2022, which is subject to change. The Nonprofit Program Intern will be expected to work 100% on-site based in Pomona, CA.

**Compensation:** This is a non-paid internship that will offer academic credit and field experience upon completion of hours required by University.

**Hours:** Interns will be expected to work a minimum of 10 hours per week and cannot exceed more than 20 hours per week.

### **Essential Duties & Responsibilities:**

- Provide support to Just Us 4 Youth's mission and On-Point's goal to provide social-emotional support to at-promise youth;
- Assist in filing out case notes, daily site reports, and attendance sheets effectively and efficiently;
- Participate campus engagement efforts by planning and executing activities and events;
- Assist in strengthening outreach efforts to reach out to school administrations, educators, and parents of youth
- Engage in day-to-day operations by cultivating a positive and professional relationship with youth & young adult cliente;

**Learning Outcomes & Benefits:**

- Gain professional entry, exposure, and experience in the nonprofit sector industry;
- Increase knowledge and understanding in restorative justice practices and trauma-informed care;
- Expand an urban network of community partners, government agencies, and local businesses through collaboration;
- Be a part of a mission-driven organization that offers a unique internship experience through intentional career mentorship

**Minimum Skills & Qualifications:**

- Currently enrolled in an accredited 2-year or 4-year college or university as a Sociology/Social Work major or related field of study;
- Bilingual in English/Spanish is preferred;
- Excellent organizational skills;
- Excellent interpersonal skills;
- Excellent computer skills (i.e Google Suite);
- Excellent oral, written, and verbal communication skills

**How to Apply:**

To apply, please email Asia Ou via [aou@ju4y.org](mailto:aou@ju4y.org) a PDF of a cover letter and resume with the subject line 'On-Point Internship'. Thank you!