

## Oakland Youth Commission Intern Job Description

This is a paid internship and is 15-20 hours per week  
Salary Range \$20-38 per hour, depending on level of education and experience

\*\*Must be a student enrolled in an Undergraduate or Graduate Program and available Mondays 4-8pm

**Opening Date:** August 8, 2024

**Priority Closing Date:** August 23, 2024

### **The Position:**

The City of Oakland is currently recruiting to fill a **Youth Commission Intern, Part-Time** vacancy for the Oakland Youth Commission, within the Human Services Department.

**Candidates must be currently enrolled in Undergraduate or Graduate School to be eligible.** The ideal candidate is compassionate, creative, and committed to developing youth as leaders for social change; has experience working with teens; has experience with community organizing and/or public policy; and has strong organizational, facilitation and mentoring skills.

Under direct supervision, the Youth Commission Intern assists in program planning and implementation; developing and maintaining community partnerships; and performs related duties as assigned.

This position is part-time, with the expectation that you can work 15-20 hours a week, and **must be available Mondays 4-8pm**, and occasionally on weekends. Hours may vary week to week.

### **Background:**

Founded in 1985, the Youth Commission uses youth leadership development, advocacy, and civic engagement to provide youth with the skills and opportunities to grow and develop. The mission of OYC is to increase youth voice, leadership, and power in city government. Our vision is to create caring civic culture through organizing and advocacy to improve outcomes for low-income youth of color. The OYC represents a demographically diverse cross-section of Oakland's residents between the ages of 13 and 21-years-old, and may advise City Council and the Mayor on matters of importance to youth by conducting research, hosting community events, and advancing a youth-led policy agenda.

### **Example of Duties:**

- Assist with youth participatory action research projects to advise city policymakers
- Coordinate events in partnership with community-based organizations to highlight advocacy efforts in public safety, housing, civic engagement
- Support youth to participate in broader coalition work and/or engage with city council and/or the school board
- Support with developing and running our social media account
- Support with administrative work

### **Minimum Qualifications:**

*Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.*

Education: Current enrollment in an Undergraduate or Master's degree program from an accredited college or university (ideally in public policy, education, political science, social work or closely related field)

Experience: None required, however the following special qualifications are highly desirable:

- Experience working with youth ages 13-18
- Experience with community organizing, policy work, etc
- Experience with facilitating meetings, leading activities, etc.
- Experience creating content for social media

Knowledge of:

- Principles of social justice including systems of oppression
- Restorative justice in theory and practice
- Computer applications including Microsoft Outlook, Google Drive, Slack, and Instagram

Ability to:

- Build trusting, caring, respectful and professional relationships with teens
- Communicate effectively in both oral and written form
- Learn the structure and operations of city government.
- Accept feedback regarding assigned projects; be adaptable and work cooperatively on assignments.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

- License: Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

**How to Apply:**

To apply, please submit your resume, and cover letter explaining who you are and why you would be a good fit for this position to Sara Tiras by August 27, 2024. Applications that meet the deadline will be given priority, however applications will continue to be accepted until the position is filled. Sara can be reached via [stiras@oaklandca.gov](mailto:stiras@oaklandca.gov). After reviewing applications, qualified applicants will be contacted for an interview.