Direct Service
2016-2017 Internship Descriptions
Email ucberkeleydsi@gmail.com for more information

DS positions (Full descriptions are below):

1. Bay Area Community Resources – DeAnza High School Health Center
2. Bay Area Community Resources - Discovering the Reality of Our Community (DROC)
3. Berkeley Food & Housing Project
4. East Bay Asian Local Development Corp
5. East Oakland Boxing Association
6. East Oakland Youth Development Center (2 positions)
7. Hamilton Family Center
8. Literacy Lab - Development, Marketing & Communications Intern
9. Literacy Lab - Program Intern
10. Youth Art Exchange
Bay Area Community Resources

**Position Title:** Assistant Academic Coordinator

**Agency Description:**
Bay Area Community Resources promotes the healthy development of individuals, families and communities. Our programs provide direct services that strengthen individuals, create opportunities for those we serve to provide service to others, and build and strengthen the communities in which we work. BACR’s DROC programs work specifically to engage high school aged youth in advocacy and policy work to reduce health disparities in West Contra Costa County. In addition to the policy work, we support our youth leaders through enrichment activities, college-going support including assistance with financial aid applications, college applications, resumes, and job searches.

**Address:** 3219 Pierce St. Richmond, CA 94804

**Public Transportation lines:** El Cerrito Plaza Bart - .6 miles; AC Transit 25 drops off on Pierce Street, across from the office.

**Intern Schedule:**
Our office operates on a maxi-flex schedule. A successful candidate will be available one or more days each week, Monday through Thursday between the hours of 10am and 6pm (days and hours to be determined by the Bonner Leader). It is helpful for the Bonner to have time on Tuesday or Wednesday to come in, as these are the days we usually have scheduled, weekly meetings with youth. Additionally, the Bonner leader will have the opportunity (but will not be required) to assist with implementing college and enrichment trips. The candidate must have reliable transportation to the DROC office, located at 3219 Pierce St., Richmond, California. The office is located approximately a half mile from the El Cerrito Plaza BART and is accessible via AC Transit on the 25 line.

**Qualifications:**
It would be helpful if the intern were to possess many of the following skills and experiences: 1) Strong interest or experience working with at-risk, high school aged youth; 2) Passion for creating social change through youth leadership; 3) Ability to work well independently and with a team; 4) A belief that young people can accomplish anything with the proper support.

**Potential Learning:**
The Direct Service skills the intern might learn while with us: 1) Increased group facilitation skills 2) Different strategies for classroom/group management 3) An understanding of community level health prevention and the role of public health in individual choices 4) How to partner with youth to overcome actual and perceived barriers to college attendance in low-income communities In developing an understanding of direct service the intern may learn: 1) The rewarding nature of working directly with individuals 2) The limitations of direct service to address the root causes of poverty 3) The current need for both direct service organizations that work to address low income
individuals immediate needs and the vital importance of organizations that build capacity, change policy and work to break down the systems that create poverty.

Intern Duties

• **Duty #1:** Program planning/implementation - The Intern will be responsible for co-facilitating one or more DROC groups each week where they will assist in teaching high school students about public health strategies to reduce underage drinking and drug use, reduce tobacco influences in the community, or increase fruit and vegetable consumption.

• **Duty #2:** Program planning/implementation - The intern will be assisting our staff with the College-going Collaborative at Greenwood Academy. With this, the intern will be meeting one-on-one with continuation high school students, assisting seniors with college, financial aid, and Dream Act applications throughout the year.

• **Duty #3:** The Intern will also be responsible for developing two parent and community newsletters that highlight the work of the youth.

• **Duty #4:** DROC staff are committed to ensuring the intern has the ability to work and grow within areas of strength and interest and are committed to working with the leader to develop projects that meet their personal goals.
Bay Area Community Resources

Position Title: Peer Mentorship Program Coordinator

Agency Description:
The De Anza Health Center, a project of Bay Area Community Resources, is a school-based Health Center located at De Anza High School (West Contra Costa Unified School District), serving primarily low-income communities of color. Our Mission is to develop a coordinated system of support services for all students in order to foster well-being and academic achievement. We collaborate with over ten community partners to provide a comprehensive approach to supporting the health and well-being of De Anza students. Services offered include individual and group therapy, anger management, confidential clinical services, reproductive health education, conflict mediation and more. During the 2016-2017 academic school year, we will continue a peer mentor program which was developed and implemented by the Bonner Leader from 2015/2016 along with a MSW intern. The Bonner Leader would primarily assist in the coordination and continued implementation of our peer mentor program, including but not limited to outreach, monitoring relationships, and generating a selection process.

Address: De Anza Health Center 3219 Perce Street Richmond, CA 94804

Public Transportation lines:

Intern Schedule:
Work Plan Schedule: SEPTEMBER (Labor Day Holiday) Begin to reconnect with existing mentors/mentees to assess continued interest in the program. Begin planning with MSW intern. Create training calendar, using topics from last year. OCTOBER Outreach to teachers and staff about the program. Recruit new participants if needed. Have initial recruitment events and meeting to inform about the program. NOVEMBER (Veteran’s Day & Thanksgiving Holiday) Recruit final mentors. Use existing mentors to help recruit and train. Finalize training schedule. Obtain parental consents. Recruit mentees, obtain parental consents. Inform teachers of calendar and classes student may miss. Train mentors and begin matching process. FEBRUARY Introduce mentors and mentees and begin activities. MARCH (Spring Break is the 3rd week) Continue program activities, mentor mentees events. This will include school-wide campaigns or events to address bullying or other topics. APRIL Continue program events, plan for final sessions and goodbyes. Plan a celebration/recognition vent for mentors and mentees.

Qualifications:
Our agency will provide free fingerprinting/background check. Bonner leader will be required to obtain a school district I.D., which is also free. We will provide details about this process. An ideal intern would be flexible and take initiative to complete tasks and projects independently and as part of a team. Ideally, they have experience working with low and no-income youth of color in urban school settings and are familiar with the complex social issues that impede on student achievement. Ability to connect with teens is a must for this position. Youth development or program planning skills are a plus.
Potential Learning:
The De Anza Health Center’s peer mentor initiative, as a component of our mental health program, will address serving low-income communities through direct service and capacity-building. De Anza students are primarily from low-income communities of color in West Contra Costa County. Many of our students are from marginalized/underserved communities with high rates of community violence. This direct service will build the capacity of our Health Center to address bullying, violence, self-esteem and other pressing issues for De Anza students. Our programs, including the peer mentorship program, utilize youth development/prevention models in order to promote healthy development, new skills attainment, and collaboration skills which will aid students in seeking and obtaining higher education. The peer mentorship program expands our ability to reach out to many students in need of support. This program also helps shift school climate and improve student connection and positive experiences at school.

Intern Duties

• **Duty #1:** Other: Please Describe - The main program area the Bonner Leader will be responsible for, in collaboration with our onsite Health Center Manager, MSW staff and MSW intern, will be the continued coordination and implementation of an existing peer mentorship program with De Anza high school students. The new Bonner Leader will be responsible for continuing the outreach plan for new mentors/mentees, recruiting and screening students, collaborating with existing mentors, and assisting with other aspects of the program, including training and group facilitation. This program pairs freshman and sophomore students with juniors and seniors. The goal of this program is to improve school climate and student connection, and to reduce incidences of bullying and violence on campus. ...
Berkeley Food & Housing Project

**Position Title:** Volunteer Coordinator

**Agency Description:**
Intern would be working with the Development department and focusing on Volunteer recruitment. S/he would engage community volunteers to work and to enhance relationships with volunteers with a goal of ultimately expanding resources/donor base by creating and implementing strategies for both individuals and corporate groups to volunteer in a meaningful way.

**Address:** 1901 Fairview Street Berkeley, CA 94703

**Public Transportation lines:** one block from Ashby BART

**Intern Schedule:**
8 hours/week at whatever times work for the intern

**Qualifications:**
Willingness to recruit volunteers. Able to create and implement outreach plan to engage more corporate volunteers; contribute to newsletter and facebook postings; track and report volunteer opportunities; give volunteer orientations; excellent oral and written skills; friendly with a customer service orientation; excellent follow through and ability to work with minimal supervision.

**Potential Learning:**
How homeless services work, from outreach, homelessness prevention, housing case management, direct booking into local shelters employment services, housing search and placement, and various roles within the Development department, including event planning, grant writing, data collection.

**Intern Duties**

- **Duty #1:** Volunteer recruitment/management - ? Maintain volunteer schedule for BFHP's 4 program sites ? Supervise orientation of volunteers at daily free community meal at our 2362 Bancroft Way location ? Communicate with volunteers through print and e-communication ? Chronicle significant volunteer experiences for distribution through BFHP newsletter and/or social media ? Utilize larger Berkeley community and UC/Cal to recruit new volunteers ? Help to plan and execute an annual volunteer recognition event ? Communicate regularly with staff to learn about new needs for volunteers ? Other duties as assigned
**Position Title:** Civic Engagement Associate

**Agency Description:**
Emphasizing our historic and continuing commitment to Asian and Pacific Islander communities, EBALDC works with and for all the diverse populations of the East Bay to build healthy, vibrant and safe neighborhoods through community development.

**Address:** 1825 San Pablo Ave, Suite 200 Oakland, CA 94612

**Public Transportation lines:** BART- 12th and 19th Station

**Intern Schedule:**
The schedule is flexible with office hours being between 9-5 PM and occasional evening events.

**Qualifications:**
Strong communication skills, ability to relate to diverse individuals, and organized.

**Potential Learning:**
Community Organizing, Affordable Housing, Low Income Communities

**Intern Duties**

- **Duty #1:** Program planning/implementation - The Civic Engagement will plan how to launch a voter registration drive and voter information sessions in Oakland affordable housing communities.

- **Duty #2:** Attending/Planning Community Events - The intern will participate in voter registration drives, get out the vote reminders, and voter information sessions.

- **Duty #3:** Volunteer recruitment/management - The intern will work with community leaders to make community change.
**East Oakland Boxing Association**

**Position Title:** Development Assistant

**Agency Description:**
The EOBA/SmartMoves Program is a non-profit, community based organization that has been providing education, enrichment, and health programs for children and youth since 1987. Built on the foundation that youth need a caring environment to become vibrant adults, the EOBA focuses on providing programs that are engaging and fun for youth ages 5-20. EOBA?s mission is to provide a safe and nurturing environment in which youth of Oakland can feel secure as they achieve success in school while learning life skills and building self-esteem in preparation for their futures. Our programs are broken into three general areas: education, health and wellness and youth leadership. Under education falls our after school program homework time, our Care Coaching (mentorship) program, and our enrichment (club) programming. Under Health and Wellness falls our nutrition program, our garden program and our physical education program.

**Address:** 816 98th Ave Oakland, CA 94603

**Public Transportation lines:** Coliseum Bart Stop, and then AC transit bus 45 - however we can also pick the intern up from Bart.

**Intern Schedule:**
The intern work schedule is flexible. Ideally, the intern is available one afternoon during the week as well as one morning. This will provide the intern with a good mix of service provision.

**Qualifications:**
The intern should be kind, patient, respectful, and have a genuine interest in the work at hand. They should be interested in social justice issues and be a critical thinker. They should be organized and responsible. They should be interested in the running and functioning of nonprofits.

**Potential Learning:**
Three things the development assistant might learn about direct service are that a) accomplishing goals in direct service takes time, consistency and commitment b) direct service providers are invaluable in making sure the organization carries out its mission, and c) direct service is a platform for social change.

**Intern Duties**

- **Duty #1:** The intern will assist with tasks related to organizational development including but not limited to, management of the donor database, creation of informational pamphlets, managing social media handles, assisting with planning of annual fundraisers, and supporting ongoing campaigns. Though this position will require some administrative
tasks through this the intern will gain an insight into how a small nonprofit is operated from the funding perspective.

• **Duty #2:** The intern will be paired as a mentor with a student who they will meet with once a week. This is important so that the UCB student can get to know an EOBA youth on a personal level and understand better the challenges they face.

• **Duty #3:** Volunteer recruitment/management - 15% The intern will spend time assisting with the creation of a volunteer program, including following up with potential volunteers and formalizing processes.

**Duty #4:** Attending/Planning Community Events - 5% The intern is able to attend community events/outreach events along with other staff members in order to learn more about this and better understand the EOBA community.
East Oakland Youth Development Center

**Position Title:** Case Manager Assistant

**Agency Description:**
The Pathway to College and Career Program (PTC2) was created to prepare students in making a smooth, uncomplicated, and informed transition into college life. Through our program, students are introduced to a variety of educational institutions through academic counseling, informational sessions, guest lectures, and college tours both in and out of the state. These free services are available for students beginning in the eighth grade and do not have an academic ceiling to terminate services. We serve students who come from a variety of socio-economic backgrounds. Most are either working or middle class an attending public, charter and private schools. Within PTC2, there are two programs, Book Smarts Street Smarts, serving students grades 8-9. These workshops meet on Tuesdays from 5-7pm and focus on life skills development. The second program is Senior Thursdays serving high school seniors on Thursdays 5-7pm with a focus on completing college applications, the FAFSA, personal statements and scholarship applications.

**Address:** 8200 International Blvd. Oakland, CA 94621

**Public Transportation lines:** Coliseum BART

**Intern Schedule:**
Tuesdays and Thursdays from 5-7 are mandatory M,W,F 12-7 are ideal for administrative assistance

**Qualifications:**
Ability to develop relationships with youth quickly. Clear communication skills, assertive Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) -Innovative thinker; can think outside of the box; bring fresh ideas to the table

**Potential Learning:**
Interns will learn: -Approaches to preparing and delivering content to youth in a workshop setting; Facilitation skills -Key elements of design so as to effectively market programming to a targeted audience -How collecting and assessing Data contributes the value of a program and organization at large.

**Intern Duties**

- **Duty #1:** 1-1 Student coaching and advising 30%
- **Duty #2:** Program planning/implementation - Scholarship searches, Tracking college and scholarship applicants 25%
UC Berkeley
Public Service Center

- **Duty #3**: Attending/Planning Community Events - College Tours, Public Speaking Engagements, Scholarship Reception %15

- **Duty #4**: Program planning/implementation - Assisting with workshop facilitation and student comprehension 30%
Hamilton Family Center

**Position Title:** Housing Stability Intern

**Agency Description:**
Hamilton Family Center?s mission is to end family homelessness in the San Francisco Bay Area. HFC is nationally recognized as a leader in homelessness prevention, rapid re-housing, emergency and transitional shelter, and services for children experiencing homelessness. The First Avenues program assists families and individuals to secure permanent housing by providing housing search assistance, move-in and rental assistance funds, eviction prevention support, home-based case management, and printed and online resources. For more information, visit www.hamiltonfamilycenter.org.

**Address:** 1611 Telegraph suite 600 Oakland, CA 94612

**Public Transportation lines:** BART 19th Street Oakland; multiple AC Transit

**Intern Schedule:**
Either 2 days per week at 4 hours/day or 1 day at 8 hours/day, between the hours of 9am-5:30pm Monday-Friday.

**Qualifications:**
Experience working with extremely low income families, youth, survivors of domestic violence, populations impacted by substance abuse, mental illness, and HIV/AIDS and other diverse communities; documenting client services in paper files and online databases; and conducting outreach and presentations. Excellent written and verbal communication skills; ability to communicate with diverse communities and audiences, both one-on-one and in a group setting. Knowledge of community resources for families with very low incomes in the Bay Area. Proficient in Microsoft Office (Word, PowerPoint, Outlook, Excel, etc.). Experience using Salesforce.com databases a plus. Ability and desire to take initiative and complete tasks independently, and to work collaboratively in a team environment.

**Potential Learning:**
Program design and best practices for rapid rehousing for homeless families. Progressive engagement approach to case management. Workshop and event planning and facilitation.

**Intern Duties**

- **Duty #1:** Attending/Planning Community Events - Assist in gathering resources, planning and executing workshops and activities to support housing stability and economic empowerment for families who have experienced homelessness.
• **Duty #2:** Program planning/implementation - Conduct follow-up calls, surveys, and focus groups to gather data on long-term housing stability and to obtain qualitative feedback from families who have participated in Hamilton's rapid rehousing and homelessness prevention programs.

• **Duty #3:** Program planning/implementation - Research and compile information on best practices in rapid rehousing and homelessness prevention from around the country.

**Duty #4:** Community mapping/assessment - Research and compile information on resources related to affordable housing, employment assistance, mental health services, after school programs, etc in target communities around the Bay Area.
Literacy Lab

**Position Title:** Literacy Lab Program Intern

**Agency Description:**
Literacy Lab’s mission is to create connected and interactive early learning environments by deploying books, digital content, and blended learning solutions for under-resourced children, their caregivers, and educators. We serve low-income families living in the Bay Area who have children between the ages of 0-6 yrs. We offer a variety of programs to serve our mission, including Digital4Literacy, Parent Engagement Workshops, Bookcase Libraries, and Take Home Books.

**Address:** 120A Linden St. Oakland, CA 94607

**Public Transportation lines:** West Oakland BART; AC Transit 26 and 62 lines

**Intern Schedule:**
Literacy Lab’s business hours are normally 9am-5pm, Monday-Friday. We are flexible on what days/times the intern can come in during those hours, but we would strongly prefer that he/she commit to working for a minimum of 3-4 hours each day he/she comes in. Also, please be aware that most opportunities to visit schools and engage directly with clients happen in the mornings (8:30am-12:00pm).

**Qualifications:**
Must demonstrate a commitment to Literacy Lab’s mission and willingness to take on projects that cover a range of responsibilities- from supporting the setup and rollout of technology, to administrative tasks, to interacting directly with clients and supporters. Prior experience/specific interest in any of these areas will help to shape the internship. Intern’s ability function appropriately in a professional environment (i.e. on time, able to engage with staff and clients, follows through on assignments, etc.) is assumed and required. Intern is expected to be vocal with questions around projects and able to work independently at times when there is minimal supervision. Any experience with Android OS devices, early childhood education, or Spanish language proficiency is desirable, but not required.

**Potential Learning:**
- Intern will become deeply familiar with issues and challenges faced by low-income families in the Bay Area and their ability to access educational resources for their children - She/he will gain hands-on experience with working to strategically address these issues/challenges through targeted programming, including both direct client interactions and technology-based solutions - She/he will have the chance to meet and interact with a wide variety of stakeholders engaged in Literacy Lab’s work, including families, educators, funders, technology companies, local government, school districts and other non-profit organizations.

**Intern Duties**
• **Duty #1**: Program planning/implementation - Program Support - the intern will work with regional staff to support the delivery of our various programs to clients and schools. Tasks include communications, participating in meetings, and visiting program sites (30%)

• **Duty #2**: Program planning/implementation - Technology Management - assist with the setup, rollout and management of >1000 Android OS devices. Research new apps, processes and systems as needed. (30%)

• **Duty #3**: Program planning/implementation - Administrative - support internal organizational development projects and processes as we grow our operations to serve more clients. (30%)

• **Duty #4**: Attending/Planning Community Events - Attending/Planning Community Events - support our efforts to coordinate and deliver events (e.g. parent workshops, book giveaways, volunteer events, etc.) in the community as needed. (10%)
Literacy Lab

Position Title: Literacy Lab - Development, Marketing & Communications Intern

Agency Description:
Literacy Lab’s mission is to create connected and interactive early learning environments by deploying books, digital content, and blended learning solutions for under-resourced children, their caregivers, and educators. We serve low-income families living in the Bay Area who have children between the ages of 0-6 yrs. We offer a variety of programs to serve our mission, including Digital4Literacy, Parent Engagement Workshops, Bookcase Libraries, and Take Home Books.

Address: 120A Linden St. Oakland, CA 94607

Public Transportation lines: West Oakland Bart Station, AC Transit 26 or 62

Intern Schedule:
Literacy Lab’s normal business hours are 9am-5pm, Monday-Friday. We are flexible on what day(s) the intern can come in during those hours, with slight preference for Tuesdays. The intern should expect to be on-site one day per week.

Qualifications:
The ideal candidate will have strong communication, organizational, and research skills and a proven ability to be persistent and resourceful. Interest and experience in fundraising is preferred. The following skills are also desired: - Strong internet skills - Strong written and oral communication skills - Proficiency in Microsoft Office Suite, Google Docs, Constant Contacts - Experience with Salesforce and Adobe creative suite a plus, but not required - Ability to work independently and take initiative on projects - Must be comfortable working in a busy office environment and display strong interpersonal skills - Experience in marketing and communications or development a plus

Potential Learning:
The intern will gain knowledge in all the following areas: - Financial planning and fundraising for non-profit business - Grant writing and reporting - Marketing (digital & traditional) and communications - Experience using Salesforce and Wordpress.

Intern Duties

• Duty #1: Creation of a communications, marketing and social media plan (40%)
• Duty #2: Program planning/implementation - Identification of new grant opportunities (20%)
• Duty #3: Program planning/implementation - Assist with database management. (5%)
• **Duty #4:** Help write new, archive, and organize all Literacy Lab’s standard language. (35%)
Youth Art Exchange

**Position Title:** Volunteer Coordinator

**Agency Description:**
Youth Art Exchange’s (YAX) mission is to spark a shared creative practice between professional artists and public high school students, furthering youth as thinkers, leaders, and artists in San Francisco. YAX is committed to serving San Francisco public high school students through free, high quality and relevant arts education and leadership programming. Formerly Out of Site Youth Arts Center, YAX was founded in 2000 by an architect and a visual artist in response to the lack of arts education for high school students, particularly low-income students and students of color. We currently serve over 300 youth and over 3500 audience members a year. YAX programs live at the intersection of the arts and youth development, and our mission demonstrates our dedication to building a creative community of youth leaders citywide. Programs in Architecture & Public Art, Black & White Photography, Fashion Design, Dance, Percussion & Music Production, Printmaking, and Youth Leadership include fall and spring free after school and in-school sessions, paid summer internships, and paid school-year internships as Teaching Assistants, Youth Advisory Board Members and Alumni Interns. ...

**Address:** 755 Ocean Avenue San Francisco, CA 94112

**Public Transportation lines:** 1 block from Balboa Park BART station, MUNI Lines: K, M, J, 43, 29, 49, 54, 14

**Intern Schedule:**
The hours are flexible based on Intern availability; however, YAX would like to have most of the hours conducted during program time and events so that the Intern is able to support volunteers as needed. YAX programs run Monday through Thursday from 4pm-6pm and our offices are open from 9am to 7pm Monday through Thursday. During August, while program is not in session, there is recruitment and outreach support like going into schools and enrolling students that would occur. These hours are flexible and planned with the Program Manager. There are occasionally special events on evenings and weekends (limited to 6 times per year). Special events on Saturdays include: 1 each in October, December, March, May. Additionally, for the Youth Arts Summit, there are a number of activities leading up to the event in the first week of December and this may require more support and planning. We are closed for a month, so perhaps this time could be flexible.

**Qualifications:**
? Passion for working with youth and the arts? Demonstrated ability to communicate, motivate, lead and relate effectively to a wide variety of individuals; excellent oral and written skills? Able to work both independently and in teams and solve problems creatively? Outstanding organizational & time management skills? Excellent computer skills including word processing, database management and spreadsheets? Adaptability, flexibility, and ability to see change as an opportunity rather than an obstacle? Skills in Spanish, Cantonese, or Tagalog highly desirable
Potential Learning:
- Learn to recruit, lead, and supervise volunteers.
- Learn to engage parents and alumni as volunteers.
- Learn to work with staff and faculty of a vibrant youth arts organization to identify needs for volunteers and place volunteers to support programming and operations.

Intern Duties

- **Duty #1:** Volunteer recruitment/management - This position, which is responsible for the successful recruitment, retention, and celebration/recognition of interns & volunteers, will contribute toward expanding Youth Art Exchange?s resources and allow it to more successfully deliver high quality programs to the public. The Intern will articulate the mission of the organization and see that all volunteer-related activities connect with this mission and Youth Art Exchange?s values. This position will work with a variety of staff and faculty to engage volunteers in supporting YAX operations and programming. The Volunteer Coordinator Intern will recruit from inside the YAX networks of partners, community residents, parents, and alumni. 80% of time.

- **Duty #2:** Program planning/implementation - The Volunteer Coordinator Intern will work with faculty and staff to plan and produce key events such as final exhibitions, community days, and the Youth Arts Summit. In addition to supporting the overall event planning (content/participant experience), the Volunteer Coordinator intern will ensure that different areas of production are covered by volunteers to make the events effective and efficiently run. (Also that volunteers have a fun and enjoyable experience!) 10% of time.