

Victim Engagement Internship Job Description

About NCRC

The National Conflict Resolution Center (NCRC) provides resources, training, and mediation services to help individuals, organizations, and communities manage and resolve conflict. Our Juvenile Diversion Initiative focuses on restorative justice practices to keep youth out of the traditional justice system and help them make meaningful change.

About the Role

We are seeking a highly organized, discreet, and compassionate intern to support our Victims Engagement Coordinator and Juvenile Diversion Case Management Team. The intern will assist with administrative tasks, coordination of case materials, and support of client-focused services. This is an excellent opportunity for students interested in restorative justice, victim advocacy, or juvenile justice reform.

Key Responsibilities

- Provide administrative support to the Restorative Victim Engagement Coordinator
- Assist in organizing and tracking confidential case files and related documentation
- Help coordinate communication and scheduling between youth participants, families, and school or court representatives
- Support the preparation and logistics of community conferences and victim-offender meetings
- Aid case managers in data entry, program reporting, and follow-up communications
- Maintain a high level of confidentiality and professionalism in handling sensitive information

Preferred Qualifications

- Previous work with victims of crimes
- Currently enrolled in or recently graduated from a program in Criminal Justice, Social Work, Psychology, Conflict Resolution, or a related field
- Strong organizational and communication skills
- Experience working with youth or in community-based programs a plus
- Bilingual (English/Spanish) preferred, but not required
- Must be comfortable working in an office setting that handles confidential and trauma-informed material

To apply, please send your resume and cover letter to Betty Omer,
bomer@ncrconline.com