

## **Juvenile Diversion Initiative (JDI) Admin Internship Job Description**

The JDI program is a pre-charge alternative to court and probation that provides comprehensive therapeutic services, pro-social and skill-building opportunities, and educational support on a Restorative Justice continuum to ensure participants are supported and the needs of the people harmed are addressed.

We are seeking an enthusiastic and dedicated intern to join our team and contribute to our mission of making a positive impact in the community.

### **Admin Intern - Helping Shape Our Operations**

We are looking for an Admin Intern to assist with various administrative duties. This internship offers a unique opportunity for hands-on experience in a dynamic environment. The role requires a commitment to in-person/hybrid presence (specific hours to be determined):

The responsibilities of this role include:

- Preparing 100 Blue Welcome Packets (English)
- Preparing 100 Orange Welcome Packets (Spanish)
- Assembling 100 Black Folders for Individuals Harmed
- Managing media consent and SANDAG consent for cases in QuickBase
- Assistance with contacting youth for Case Managers
- Learning how to put intake forms into QuickBase
- Learning to generate Survey Monkey reports from RCC
- Drafting letters for youth cases and individuals harmed
- Organizing the office space
- Maintaining the Admin Manual
- Managing the case folder cabinet
- Maintaining the Contact Directory List for the JDI Program

This internship is an excellent opportunity for individuals who are eager to learn, collaborate, and contribute to meaningful projects within our organization. We value creativity, teamwork, and dedication, and we are excited to welcome interns who share our passion for community-driven initiatives.

If you are interested in joining our team as an intern, please email **Betty Omer** ([bomer@ncrconline.com](mailto:bomer@ncrconline.com)) with your resume and a brief cover letter outlining your interest in the specific role. We will review applications on a rolling basis. Please reach out with questions or inquiries.

Thank you for considering NCRC as your next workplace where we make a lasting impact together!