JOB TITLE: Internship Liaison

REPORTS TO: Community Garden Manager

STATUS: 40hrs/week

ABOUT US:

Safe Place for Youth (SPY) is the leading service provider for youth experiencing or at-risk of homelessness in West Los Angeles. Founded in 2011, our agency offers trauma-informed, low barrier programs that support young people in exiting the streets and achieving stability so that they can thrive, not just survive. Our robust continuum of care includes street outreach, drop-in services, health and wellness programming, case management, education and employment services, and housing programs.

SPY is a unique social impact agency that is committed to overcoming structural barriers to equity, community collaboration, and innovative youth-focused programming. If you have the skills, passion and collaborative spirit, join our growing team of nearly 60 employees.

SPY strives to attract and develop individuals who reflect a broad spectrum of diversity, including (but by no means limited to) racial, ethnic, gender identity and socioeconomic dimensions. We believe that inclusion of diverse perspectives is essential to achieving long-term, systemic change. We explicitly seek applications from those who self-identify as coming from historically marginalized populations to enrich and elevate our equity-centered approach to problem-solving.

ABOUT THE ROLE

Located in Venice, CA, the SPY Community Garden provides members with a safe and engaging outdoor environment that highlights food justice, community-building, and healing. Through on-site internships and educational workshops that support youth resiliency, creativity and ingenuity, youth develop workforce and life skills while cultivating greater self-esteem and self-sufficiency. As a member of the Garden Team, the Internship Liaison will work to enhance the Garden’s workforce development program through meaningful and strategic relationships with youth members and community partners.

As a bridge between youth interns and external partner employers, the Internship Liaison will foster supportive relationships that aid youth in achieving their goals. Through 1:1 and group sessions, the Internship Liaison will support youth interns with resume building, application form-filling, networking, and interviewing, as well as facilitate programming on job-readiness and professional development. Additionally, the Internship Liaison will cultivate and build external partnerships with businesses and organizations in the community and connect youth to employment opportunities. In order to track the program’s growth and success, the Internship Liaison will capture data in CalJobs (training to be provided).

The ideal candidate will have a strong understanding of direct service to at-risk populations and trauma-informed care. Specific knowledge or experience related to transition-aged youth experiencing homelessness is a plus.

WHAT YOU’LL DO

● Work 1:1 with youth Interns to provide support sessions and match them to work experience opportunities.
Facilitate Career Club meetings, utilizing TAYWoW curriculum, focusing on job readiness and professional development, including topics like fair and livable wages, benefits, holiday/sick pay, retirement plans, and more.

Actively conduct outreach to potential industry partners and cultivate relationships that will expand access to work opportunities for youth interns.

Collaborate with industry partners to develop external work experience opportunities for youth interns.

Provide support to partner employers while they host youth interns.

Collaborate with SPY Education & Employment specialists to connect interns to vocational and educational opportunities.

Refer interns to services through SPY’s Access Center, Housing Programs, and/or external agencies.

Capture data from participants throughout the program, utilizing CalJobs, in order to track success. Track program outputs for SPY’s internal data capturing system.

Collaborate with Grants Manager to complete monthly invoicing and reporting.

Participate in staff meetings, trainings, supervision, and evaluation.

Other duties as assigned.

WHAT YOU’LL NEED

- A commitment to and passion for the mission, vision, values and culture of SPY
- A willingness to work collaboratively as part of the SPY team and the ability to work harmoniously as part of a diverse workforce
- A strong interest in providing direct service to youth experiencing homelessness and pursuing a career in the field of social services
- A self-starter who is prepared to drive innovative solutions for an emerging organization
- A strong interest in building connections with businesses and stakeholders in the community.
- An ability to work in a fast paced environment that requires effective collaboration with a variety of organizations and individuals
- Able to take a strengths-based approach when working with others
- Knowledge of trauma-informed care, harm reduction and housing first models
- Must possess great communication and organizational skills
- Proficient in Microsoft Office and Google Drive
- Lived experience of homelessness is a plus
- 1+ years of experience working with transitional aged youth (18-25 yrs)
- 1+ years of experience supporting education and employment programming
- 1+ years of program development experience

BENEFITS & PERKS

Safe Place for Youth offers a competitive benefit package including comprehensive health coverage, 403b with agency contribution, and vacation/sick time. We also offer unique perks including weekly meditation/mindfulness and professional development opportunities that are tailored to your individual career growth. This position also offers a generous 9/80 Alternative Workweek Schedule.

TO APPLY

Applicants should send a resume and cover letter to Emily Alford at emilya@safeplaceforyouth.org.

All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. Safe Place for Youth does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, disability,
medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Safe Place for Youth, a project of Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment-qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.