**Sector: City/County Government**

**Office of Civil Rights**

**Youth Outreach Intern**

**Summary of Position**

The Company works to protect the community by prohibiting discrimination in areas of housing, public accommodation, and employment, providing a mechanism for recourse, and providing education to the community. We encourage the recognition of human responsibilities, equal access to public goods and service and prohibit discrimination on the basis of sex, race, religion, national origin, age and physical handicap.

The Youth Outreach Intern is a valued member of the team and will be working directly with the Managing Assistant City Attorney who leads the OCR and with the Program Coordinator who provides the day to day operation of the office. This internship is ideal for someone who is interested in learning more about civil rights, anti-racism, discrimination, and issues associated with access to justice.

**Essential Functions**

* Attend meetings and events, take notes, provide a youth perspective to the team in debriefs.
* Research events and trends and provide input to the team with regard to youth outreach.
* Research legal issues and questions related to discrimination and/or resources available to address discrimination in the Albuquerque community.
* Draft copy, take photographs and video, and prepare files for sharing by the team.
* Assist with taking intakes from persons with possible discrimination complaints.
* Provide input on growing the OCR social media presence.
* Assist with administrative support and coordination of the activities of the Human Rights Board and Americans with Disabilities Act Advisory Board.

**Hard skills**

* Internet research
* Reading, writing in English (other languages are a plus)
* MS Word, PowerPoint, Outlook, Access, Excel (will train as necessary)
* Social media platforms

**Soft skills**

* Interpersonal communication
* Teamwork
* Ability to work independently
* Trustworthiness
* Dependability

**Training Provided through Internship**

Discrimination Training; Legal Research Training; Anti-Racism Training, Implicit Bias Training, On the Job Training in how to Read and Interpret Data; Training on the operations of the City Attorney’s Office.

**Working and Physical Conditions/Additional Requirements**

Most work occurs in a city office environment, utilizing a computer and phone. Community meetings and events may involve working outside, during weekends or evenings, in various locations away from City Hall.

**Location:**