

Position: Americorps Juvenile Justice Summer Volunteer Position (Paid)

The New York Juvenile Justice Corps, an AmeriCorps service program operated by the Red Hook Community Justice Center, a project of the Fund for the City of New York, seeks a Resource Assistant Intern to work at the Crown Heights Community Mediation Center.

Reporting to the Crown Heights Community Mediation Center Director, the intern will assist with researching resources and dissemination of the information to the general public.

The Organization:

The Crown Heights Community Mediation Center is a unique neighborhood institution that works to improve community problem-solving, collaboration, and inter-group relations in Crown Heights, Brooklyn. Operating out of our storefront offices since 1998, the Mediation Center seeks innovative ways to promote community cohesion in our neighborhood, known for fragmentation. This includes providing residents with links to resources on issues like education, parenting, housing, and immigration; providing support to young people navigating the challenges of a community tainted by violence, drugs, and poverty; and galvanizing neighborhood, borough, and city stakeholders in order to improve the quality of life for all residents. The Crown Heights Community Mediation Center runs Save Our Streets (S.O.S.), Youth Organizing to Save Our Streets (Yo, S.O.S.) and the Crown Heights Leadership Training Institute.

Responsibilities:

- Update a Community Resource Directory with current information and new service providers and programs
- Provide resource referrals for community members in areas such as housing, employment, job training, immigration, public benefits, etc.
- Organize existing information into a comprehensive binder and add new programs, strategize the best way to get info to the community
- Research job postings and job training programs
- Manage the window and front areas for flyers to make sure info is always up to date and relevant
- Assist walk-in clients with resume and cover letters
- If time allows, create a binder with brochures and other information of the resources listed on SOS's "77th Precinct Assets" community resource map
- Create an outreach strategy for the dissemination of a completed reentry resource directory and execute the plan

Qualifications:

- Must be at least 18 years old.
- An interest in public service, youth development, law and community volunteerism.
- Must be a U.S. citizen, national, or legal permanent resident of the United States
- Extremely detail oriented

- Comfort on the phone and ability to obtain specific and accurate information
- Knowledge of Crown Heights area service providers a plus, or ability to research and find services in the community
- Ability to prioritize and multi-task
- Commit to the mission and purpose of the Crown Heights Community Mediation Center
- Represent the Mediation Center in a professional manner
- Ability to work well with diverse populations
- Resourceful and creative
- Extremely detail oriented
- graphic design experience a plus

Must complete 300 hours before September 30th, 2011. Upon completion of the 300 hours of service, you will receive an AmeriCorps education award for \$1,132.

To apply: No phone calls please. Please email your resume and cover letter to crownheightsjobs@gmail.com. Please put the job title, "Resource Assistant" in the subject line. Please submit your resume as soon as possible.

The Mediation Center is a project of the Center for Court Innovation which was founded as a public/private partnership with the Fund for the City of New York. The Center for Court Innovation is a non-profit think tank that helps aid victims, reduce crime and improve public confidence.

The Fund for the City of New York is an equal opportunity employer.