



YOUTH LEADERSHIP INSTITUTE

Use Your Voice

Job Description: Tobacco Prevention Program Intern

Location:	Hybrid [San Mateo Office]
Status:	Part-time Non-Exempt Employee, (40 Hours Monthly)
Reports to:	Bay Area Director Of Programs
Revision Date:	July 2022

Job Summary

The Tobacco Prevention Program Intern will provide program support and program-specific administrative duties in partnership with the Program Coordinators and Program Manager. The Tobacco Prevention Program Intern will work with staff and community partners.

All yli interns and staff embody our core values: inclusion, innovation, social justice, and community.

Key Responsibilities

Program Operations & Logistical Functions (70%)

Support in the operations of high-impact programs

- Support in creating and co-facilitating 4 tobacco prevention community educational trainings
 - Develop slide deck
 - Co-facilitate trainings to community group audiences
 - Create evaluation forms
- Create a social media campaign to amplify tobacco prevention-related content, including community-centered educational flyers and pamphlets
- Identify and engage potential partners and supporters of tobacco prevention ordinances and campaigns
- Gather petition signatures from relevant partners and community members

Engage in High-Quality Relationships (30%)

Support youth development and build community relationships:

- Attend and support in monthly coalition workgroup meetings
- Engage in educational meetings with local decision makers and community members

Other duties as assigned. This job description is not intended to be all-inclusive. The Program Intern may be asked to help with other program-related needs.

Required Education and Experience

- Must be enrolled in any Bay Area-based college or university.
- Minimum 1-2 years of relevant experience in youth development and/or community organizing
- Experience and interest in facilitating youth-driven media campaigns or projects.
- Demonstrated capacity to work with youth and adults from communities of color and low-income communities.
- Some Media and social media experience

Required Skills and Qualities

- Commitment to social justice, public health, and community organizing as strategies to affect change.
- Commitment to actively dismantling systemic racism, and to continuously deepening your own understanding of intersecting oppressions, including anti-Blackness, colorism, ageism, and gender inequities.
- Approaches young people in a manner that reflects they are whole and powerful, in a way that amplifies their voices and honors their perspectives.
- Strong written and verbal communications skills.
- Excellent follow-through skills; detail-oriented, organized, professional; can succeed in a fast-paced, multifaceted environment.
- Capacity to be self-motivated.
- Able to work some evenings and weekends.
- Computer literate in Mac platform and google suite (gmail, gdrive, gcal, gdocs, gsheets), and the capacity to quickly learn new technology.

Physical Requirements

- Capacity to communicate effectively via email, phone, and video call.
- Sitting and typing required for several hours per day.
- Occasional lifting of up to 20 lbs, to handle media equipment or promotional materials.
- Frequent local travel, and occasional in-state travel required.

JOIN OUR TEAM! To apply, email a cover letter and resume with the subject line **[Tobacco Prevention Program Intern]** to: acuenca@yli.org.

Inclusion sits at the center of yli's programs. yli is an equal opportunity employer and does not discriminate against its employees or applicants based on race, color, religion, national origin, ancestry, age, medical condition, ability, veteran status, marital status, sexual orientation, HIV/AIDS status and/or any other protected basis. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. People of color, LGBT persons, and people with disabilities are encouraged to apply.