**Internship Position:** Court Liaison

**Department:** Volunteer Services

**Schedule:** 15-30 hours per week, Monday through Friday between 9:00am and 5:00pm; specific hours flexible to work with intern’s schedule. **3 - 6 month commitment.**

**Reports To:** Volunteer Services Manager, Dave Lowe (dave@rebuildingcenter.org)

 **Description:** The Court Liaison will assist and support the Volunteer Services’ Manager in establishing and maintaining relationships with court and restorative justice entities in the Portland Metro area.

In the course of this work, the Court Liaison will receive mentoring in service tracking and reporting methods at a dynamic nonprofit organization committed to inspiring people to value and discover existing resources to strengthen the social and environmental vitality of our communities. The Liaison will also gain first-hand experience in various courtrooms, and similar, in order to establish connections and relationships in order to welcome those with court-mandated hours into Volunteer Services at ReBuilding Center.

This entry-level position is offered as a three to six month internship designed for an individual interested in gaining experience with criminal and restorative justice efforts through the lens of meaningful volunteer experiences at a well established local non-profit committed to offering it’s volunteers the most meaningful experience possible while helping to achieve individual and organizational goals.

**Responsibilities:**

1. Research and compile a comprehensive list of entities, both governmental and non-governmental, that require mandated volunteer service of select clientele as a pathway towards reintegration, reparation, or recovery; then to gather statistics on the amount of assignments they make and to assess their needs in a host agency for application to ReBuilding Center’s Volunteer Services’ policies and protocols.
2. Provide official documentation of completed service hours, in both physical and digital formats, to be submitted to the appropriate party on behalf of, if applicable, the referred individual completing the hours.

**Qualifications:**

* High school degree (ideally some post-secondary education)
* Verbal and written communication skills
* Must be tech savvy with at least intermediate computer skills (including internet research and Microsoft Office programs such as Word and Excel)
* A commitment to positive social and environmental change
* Must be highly self-motivated, organized, self-directed, and quick to respond to rapidly changing assignments.
* Ability to work via computer, telephone, and in person
* Reliable transportation