



## **Student Trainee Job Description**

The Human Services Department seeks a part-time Student Trainee to assist the Youth Leadership Development Coordinator to carry out the day-to-day administrative duties that will enable the Oakland Youth Advisory Commission (OYAC) to thrive.

### **Background:**

Founded in 1985, the Commission uses youth leadership development, advocacy, and civic engagement to provide youth with the skills and opportunities to grow and develop. The mission of the OYAC is to increase youth voice, leadership, and power to create an engaging and equitable city. Our vision is to create caring civic culture through organizing and advocacy to improve outcomes for low-income youth of color. The OYAC represents a demographically diverse cross-section of Oakland's residents between the ages of 13 and 21-years-old, and advises the City Council and the Mayor on matters of importance to youth.

### **Example of Duties**

- Provide administrative or clerical assistance to City departments, agencies or special offices; respond to inquiries from the public.
- Gather information on City programs, policies, and projects in coordination with City departments.
- Assist professional and management staff with the preparation of long-range and special studies in coordination with City departments and other public agencies.
- Prepare a wide variety of reports on current and proposed City programs and projects.
- Follow basic office procedures, filing, and distribution of mail.
- Use computer software applications and proprietary systems to prepare correspondence and written, oral and electronic reports to the public, city advisory boards, commissions and/or other departments and agencies.
- May gather information and formulate policies and procedures to implement departmental projects, programs and proposals; may assist with the development, direction and implementation of goals, objectives, policies, procedures, and work standards for the division.

### **Minimum Qualifications**

- At least one year of continuous experience working in an office setting
- Proficient experience with social media, updating websites, and graphic design
- Able to conduct independent research and troubleshoot technology issues
- Proficient user of Microsoft Office and Google Suite

### **Knowledge and Abilities**

Knowledge of:

- Administrative procedures, organizational planning, problem identification and problem solving techniques.
- Principles of government organization and functions.
- Principles of public management.
- Principles and methods of research and analysis.
- Computer applications.
- Public contact and community relations techniques.
- Principles of budget development and financial issues.

Ability to:

- Research, collect and interpret data; read statistical data.
- Prepare and analyze reports of a general or technical nature.
- Communicate effectively in both oral and written form.
- Coordinate functions and activities between departments and outside agencies.
- Interpret policies, procedures, administrative instructions, regulations and laws.
- Follow oral and written directions.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Learn the structure and operations of city government.
- Accept feedback regarding assigned projects; be adaptable and work cooperatively on assignments.

**Expectations:**

- Interest in both quantitative/qualitative research and data collection
- Interest in social justice and youth leadership
- Familiarity with Oakland youth issues, racial equity, and social justice principles
- Strong communication skills, including over email and phone communication
- Strong interpersonal skills and ability to connect with diverse people over email, by phone, and video calls.
- Positive and outgoing
- Strong work ethic, punctuality, and integrity
- Works well in a collaborative setting and is responsive to feedback
- Highly organized, self-motivated, resourceful, and creative
- Experience working in high-paced, high pressure environments

**Compensation:**

Salary Range: \$18 to \$27 per hour, DOE for 10-15 hours per week

Contract Period: October 2020 through July 2021

**How to Apply:**

To apply, please submit your resume and cover letter explaining who you are and why you would be a good fit for this position to Carina Lieu by Friday, November 13, 2020. Carina can be reached via [clieu@oaklandca.gov](mailto:clieu@oaklandca.gov). After reviewing applications, qualified applicants will be contacted to set an interview.