Project REAL
Reno, NV

About Prison Recovery Network
Project REAL is to help the students of Nevada to become the greatest versions of themselves. We work to both break the playground-to-prison pipeline and bring out the best in each students. We accomplish this through unique activities which engage students in critical thinking about concepts of citizenship, selfless actions, democracy, and the law. We envision a Nevada populated by high school graduates who respect the law, contribute to their community, and work to create a world they are proud of. We acknowledge and honor socially conscious individuals who seek to shape the world in a positive manner. Through actions of mutual respect, selflessness, and with a commitment to local communities, we work to contribute to a just and peaceful society.

About the Internship
Our activities include providing immersion experiences in Nevada Courts, bringing prosecutors and defense attorneys together to speak to classrooms about legal rights and processes, encouraging volunteerism and community engagement through Project Citizen, and bringing students’ attention to topics that impact their lives which they might not encounter in their standard classroom materials (these include Privacy, immigration, technology, and civic engagement).

The intern and supervisor together will perform initial outreach tasks, process tour requests, and place classroom material orders. The intern will then visit both the federal and regional court houses and meet with Project REAL contacts to make introductions and to do a walk-through of the ‘Your Day in Court’ field trip experience. Finally, the intern and supervisor will conduct actual ‘Your Day in Court’ field trips with pre-selected schools.

Qualifications
- Proficiency in general internet use; Ability to quickly learn simple software programs; General proficiency with email and Microsoft Word
- Comfortable speaking with new individuals and large groups
- Knowledge of Microsoft Excel
- Experience volunteering and/or working with volunteers
- Socially outgoing personality
- Interest in or knowledge of the courts, court systems, and the law

Internship Duties
The primary service provided by the Project REAL Reno Program Assistant will be to coordinate and host schools that attend Project REAL’s ‘Your Day in Court’ field trip activity. This will require communicating with instructors to schedule the field trips, placing orders for ‘Your Day in Court’ classroom materials so that scheduled schools receive them before their tour dates, following up with instructors to ensure both pre and post tests are completed by students prior to and following the Your Day in Court experience, and guiding the classes through the experience on the days the classes have scheduled.

Secondary duties are to conduct program expansion outreach, by building contact lists and soliciting schools to accept our donated program activities and materials through email, phone calls, and in-person meetings which will be conducted at the discretion of the intern.

$12/hour for 120 hours
Spring Semester 2017
Apply by November 1st, 2016
at www.unr.edu/career