Community Justice Boards Internship
School of Government and Public Policy, PMPC, CRIMINAL JUSTICE & LAW Students

General Description: The Pima County Attorney's Office is committed to reducing juvenile crime, but we can't do it alone. Pima County Attorney Barbara LaWall's vision of partnering with local neighborhoods and training volunteers to become a strong voice in the justice system became a reality when the first Community Justice Board was created in May of 1998. Now located throughout Pima County, Community Justice Boards (CJBs) operate on the principles of balanced and restorative justice while focusing primarily on juvenile accountability and building competencies for our youth and their families.

Internship Available: Summer – Yes Fall – Yes Spring – Yes

Deadlines: Application must be received at least 30 days before the start of a new semester.

Agency Minimum Qualifications: The volunteer and/or intern must have a good understanding of confidentiality and possess good organizational skills. This is a requirement for all positions.

Agency Preferred Qualifications: The volunteer and/or intern should be well organized, able to communicate effectively both orally and in writing, have good computer skills, and be adaptable to any situation regarding administrative needs.

Internship Description: Unpaid
Volunteers and/or interns will work with staff members on general filing, pulling reports, separating paperwork, and organizing and distributing paperwork or files. There may be light typing, photocopying, creating labels, setting up files, data entry, and help answering the telephone. There may also be some victim and/or witness contact. The volunteer and/or intern should have the ability to handle multiple tasks and help to maintain office order and procedures.

Purpose of the Internship: Interns will gain experience working in a professional environment within a team. Interns will also get hands on experience working within their community by assisting office personnel with event setup and facilitation. A solid understanding of restorative justice will also be a learning experience to take from the internship.

Additional Information: Potential interns must complete a volunteer/intern application, schedule an interview with the internship coordinator, pass a background check and complete a 2 hour orientation before joining.

To Apply: Email Trevor Edwards at trevor.edwards@pcao.pima.gov or call 520-724-8368 to set up an interview and receive an application.

Expected Contact: Trevor Edwards will respond no later than 2 days after receiving the email or phone call to schedule an interview.

Contact Person: Community Justice Boards Coordinator – Trevor Edwards @ 520-724-8368 or at trevor.edwards@pcao.pima.gov