2026 Program Intern

Are you passionate about making a real, lasting difference in the lives of young people? Join Court Appointed Special Advocates (CASA) of San Mateo County and become a cornerstone of hope for children navigating the foster care and juvenile justice systems. At CASA, we recruit, train, and empower dedicated volunteers to work one-on-one with youth, building meaningful relationships that help transform futures. Our volunteers are trusted mentors and powerful advocates in court and beyond, offering much-needed stability for children facing uncertain times.

Position Overview:
We are looking for an intern that can assist with file management, resource support and event planning. These three responsibilities lead to improving our engagement with youth and volunteers and ultimately our rate of assignment of youth to volunteers. This internship is hybrid with one in-person meeting or event in Redwood City most weeks.

Key Responsibilities:

File management

- Create files on our database (CasaManager) for youth
- Process youth files on our monitored list to move them to our waitlist
- Contact social workers and probation officers to update information in youth files as appropriate
- Attend court hearings for cases on wait or monitored lists, draft notes and update information regarding cases on database after each hearing attended, as needed.
- Pick up court documents as needed.
- Identify improvements to system to maintain a clean and organized database by archiving files of closed youth cases that were never served or went from monitored or waitlist to closed.

Event planning

- Identify location, theme, timeline, budget, and other logistics as needed for our volunteer appreciation summer event.
- Support execution of event as needed.

Scheduling & Posting Resource Management

- Upload and schedule posts on our volunteer social media platform, Circle, to engage with volunteers regarding donated items that are available in CASA office.

Analytics & Continuous Improvement regarding Circle

- Utilize Circle Analytics to track engagement, such as likes, reach, and follower growth.
- Summarize insights on what content is performing well and suggest ideas for improvement

Benefits and Learning Opportunities

- Various training and courses on the foster and juvenile justice system and topics relevant to system-involved youth
    - Attending internal volunteer training
    - Attending external training available to staff
- Mileage reimbursement for travel to office (when required)