



Planning Internship Opportunity at Community Action Partnership of Orange County

Planning Intern Position Description

Introduction

The Community Action Partnership of Orange County is seeking an Intern at start at its Garden Grove office. Established in 1965, Community Action Partnership of Orange County is a community action agency providing anti-poverty programs. Our mission is "to enhance the quality of life within Orange County by eliminating and preventing the causes and effects of poverty by mobilizing and directing resources to programs that assist, educate, and promote self-sufficiency." Our services and programs are largely emergency services and capacity building designed to help low income families to become self-sufficient and move out of poverty.

The Planning and Program Development Department enables the agency to achieve its mission to alleviate poverty and its root causes through research, planning and resource development activities aimed at increasing the agency's capacity to serve the poor and improve the quality of life for the disenfranchised.

Position Description

The Planning Intern works closely with the Planning Director, Planner, and project managers on various projects to bring solutions to community problems. This position is an excellent opportunity for an individuals interested in developing skills related to nonprofit management, public administration, and social services. Responsibilities include:

- ☞ Provide research and support for developing projects
- ☞ Participate in development and distribution of media materials
- ☞ Research and manage ongoing demographic information on populations served
- ☞ Assist in coordination of press releases and special events
- ☞ Complete special projects as assigned

Qualifications:

- ☞ Excellent written and verbal communication skills
- ☞ Ability to handle multiple projects
- ☞ Attention to detail and "the big picture" at once
- ☞ Interest in the nonprofit sector/management and public administration field preferred
- ☞ Proficiency in Windows programs

Days/Hours: Flexible schedule; minimum 10 hours/week

Location: Garden Grove, CA

Start: ASAP

To apply, please fax, email, or send a cover letter and résumé to:

Natalie Verlinich
Community Action Partnership of Orange County
11870 Monarch Street
Garden Grove, CA 92841
Fax: 714-894-5404
Phone: 714-897-6670 x3405
Email: internship@capoc.org