



Community Services Intern – Community Action Partnership of Orange County

About Community Action Partnership of Orange County

Born of the War on Poverty, Community Action Partnership of Orange County (CAP OC) has worked to enhance the quality of life here since 1965. Through our broad network of community partners, we boldly address the root causes of poverty and advocate for change through systemic reforms, social justice and racial equity. We live and work in the neighborhoods we so passionately serve—coming together from all backgrounds and experiences to stabilize, sustain and empower individuals and families so they may build stronger communities. CAP OC is a 501(c)(3) nonprofit Community Action Agency which receives Community Services Block Grant funds to fight poverty in Orange County.

Located in Orange, California, El Modena Family Resource Center has been an important staple within El Modena neighborhood. El Modena FRC works closely with families by providing family support services, education and resources. El Modena FRC provides basic needs to families and empowers the community by providing them with educational classes and programs

Position Overview

The **Community Services Intern** works closely with El Modena Family Resource Center Program Coordinators and Center Manager to provide ongoing support and services to our participants. These Internships are ideal for anyone wanting to make a difference in the lives of low-income participants and communities.

- **Academic Program Intern - no limit-** Interns get the opportunity to work with youth to support with homework, projects and tutoring if needed.
- **Administrative Support Intern: 1-2 positions-** Assist El Modena FRC staff with administrative duties such as creating calendars, creating flyers, client relations (call clients, follow up, set up appointments and coordinate with staff schedules). Opportunity for case management if desired.

Qualifications:

- Excellent written and verbal communication skills
- Dedication to the anti-poverty mission of CAP OC
- Proficiency with Google and Microsoft Office Suite, and able to develop skills in new platforms as necessary
- Language skills (Spanish and Vietnamese) highly desirable
- Passion for working with people from different backgrounds

Logistics:

- Flexible schedule, Monday-Friday
- El Modena FRC is in the city of Orange, CA
- Internship is offered year-round, Fall, Winter, Spring, and Summer
- Internship is unpaid, may be used to obtain academic credit

To Apply: Please send a resume and cover letter to Maribel Reyes at mreyes@capoc.org with the position title in the subject header location you are interested in. Applications will be accepted until positions are filled.