



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 Santa Ana, California, The Southwest Community Center has been serving the low-income residents of Orange County for more than 35 years. Our mission is to provide the basic needs of food, clothing, shelter, household items, referral services and other support services to the homeless, low-income and economically disadvantaged in an effort to enable them to become or retain self-sufficiency.

Position Overview

The **Community Services Intern** works closely with Southwest Community Center Program Coordinators and Center Manager to provide ongoing support and services to our participants. This Internship is ideal for anyone wanting to make a difference in the lives of low-income participants and communities.

Responsibilities and Duties:

- Provide resource navigation to participants and make referrals, as needed
- Participate in the development and distribution of media and marketing materials for the Center
- Assist in coordination of special events and projects
- Participate in online community meetings and/or meetings with other CAP OC departments
- Interface with donors, volunteers and volunteer groups
- Assist with data collection, data entry, and assist with the development of any relevant reports
- Provide general support to Southwest Community Center Staff
- Complete other tasks, as necessary

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

Logistics:

- Flexible schedule, Monday-Sunday
- Community Center is located Santa Ana; remote options available due to COVID-19
- Internship is offered year-round, Fall, Winter/Spring, Summer
- Internship is unpaid, may be used to obtain academic credit

To Apply:

Please send a resume and cover letter to **Rosa Renteria (Rrenteria@capoc.org)** with the position title in the subject header. Applications will be accepted until positions are filled.