



Workforce Development 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.

Empowered2Work is CAP OC's newest workforce development program aiming to provide interpersonal skills, hard skills, and one on one coaching for young adults 17-25 who are at any part in their career journey. Our workforce development program works to approach workforce development through the approach of job retention over job placement by creating healthy habits, developing healthy coping mechanisms and emotional intelligence.

Position Overview

The **Workforce Development - Intern** works closely with CAP OC's Empowered2Work program coordinators to provide support on data collection and entry, client interfacing, workshop development, curriculum building, labor statistics research and data collection and outreaching.

Responsibilities and Duties:

- Assist in the development and planning of curriculum sessions and workshop material
- Assist Program Coordinators with client intakes and data entry
- Provide creative ideas and input throughout curriculum building
- Research labor market statistics and trends and update program information as they update
- Assist in creating flyers and outreach materials
- Creating new ideas for partnerships throughout the community
- Helping with initiating partnerships with different clubs and on campus organizations
- Assist with workshop facilitation in person or virtually
- Cumulate and collect feedback from workshop sessions and help collect success stories

Qualifications:

- Excellent written and verbal communication skills
- Creativity and ingenuity
- Punctuality
- Ability to take initiative
- Ability to outreach and speak to new individuals
- Proficiency with Microsoft Office, Google sheets and Canva and able to develop skills in new platforms as necessary
- Language skills (Spanish) preferred

**Logistics:**

- Flexible schedule, Monday-Friday 8:30-5pm
- Orientation and work schedule will be done during first day of Internship
- Training will be provided to Intern during first week of Internship

To Apply:

Please send a resume to CAP OC Program Coordinator, Kendra Rode (krhode@capoc.org) with the position title in the subject header. Applications will be accepted until positions are filled.