



## Youth Services Internship – 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.

### Position Overview

The **Youth Services Intern** works closely with Community Center Program Coordinators, Center Manager, Elevate Youth Program Coordinators, and Program Manager of Youth Services 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. The internship site will be discussed during interview.

### Responsibilities and Duties:

- Provide mentorship and support to youth and make referrals, as needed
- Participate in coordination of special events and projects
- Assist with development of curriculum
- Assist with outreach efforts to reach more children and youth for program activities
- 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 Community Center and other Youth 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
- Experience working with children and youth preferred, but not necessary

### Logistics:

- Flexible schedule, Monday-Friday, some weekends as needed
- Community Centers are located in Anaheim, Orange, and Santa Ana
- 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 **Daniel Ramos (Dramos@capoc.org)** with the position title in the subject header. Applications will be accepted until positions are filled.