



Administrative 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 Garden Grove, California, Community Action Partnership of Orange County. We are seeking a highly organized and responsible Office Assistant to join our growing organization. In this position, you will perform clerical tasks. Other duties will include assisting Executive office with preparing documents, organizing files, managing existing documents, and generally keeping the office organized, tidy, and running smoothly

Position Overview

The **Administrative Intern for the *Executive Office*** works closely with the Executive office and occasional interaction with CAP OC staff. This position is an excellent opportunity for individuals interested in developing skills related to Office administration, Board Development, interest in Non-profit sector.

Responsibilities and Duties:

- Participate in development and distribution of board materials
- Assist in coordination of special events / projects
- Set up, break down, organize, and maintain conference rooms
- Help prepare reports, presentations, and data
- Prepare information and research for executive needs

Qualifications:

- Excellent written and verbal communication skills
- Proficient computer skills, including Microsoft Office Suite
- Ability to handle multiple projects
- Attention to detail and “the big picture” at once
- Interest in the nonprofit sector/Board Development
- Ability to work on a team

Logistics:

- Flexible schedule, Monday-Friday
- Administrative office located in Garden Grove, CA
- 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 **April Mays (amays@capoc.org)** with the position title in the subject header. Applications will be accepted until positions are filled.