



Planning Intern – Community Action Partnership of Orange County Fall 2023

About Community Action Partnership of Orange County

Born out of the War on Poverty, Community Action Partnership of Orange County (CAP OC) has worked to enhance the quality of life in Orange County 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.

The Planning Department enables the agency to achieve its mission to alleviate poverty and its root causes through research, planning and development activities aimed at increasing the agency's capacity to serve low-income communities and improve the quality of life for the Orange County community.

The **Planning Intern** works closely with CAP OC's Planning Department to support planning-related projects, assist with planning studies/reports, collect program data and maintain contracts, promote and provide outreach support, and assist in the development of new agency programs.

Duties & Responsibilities:

- Assist with the implementation of our new broadband initiative that focuses on increasing access to the internet. Activities may include outreach, surveying, and possibly marketing.
- Assist with sharing the findings of the agency's recently completed 2023 Community Needs Assessment with community stakeholder groups (community members, partnering organizations, local colleges/universities, etc.).
- Provide support for the planning and implementation of new programs/initiatives.
- Provide support for the Intersections Initiative- assist Planner with outreach activities/organizing in low-income communities (done virtually/remotely).
- Provide general department support, as needed.
- May regularly interface with community groups, community residents, other CAP OC departments

Desired Qualifications

- Excellent written and verbal communication skills, including public speaking
- Ability to multitask
- Dedication to the anti-poverty mission of CAP OC
- Proficiency with Google Workspace, Microsoft Office and able to develop skills in new platforms as necessary
- GIS or data analytical skills, plus
- Language skills (Spanish and Vietnamese), plus
- Reliable transportation for in-person events

Logistics



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- Remote, In-person, or hybrid work available (depending on college/university policy)
- Flexible schedule available, Monday-Sunday (flexible hours available if doing remote work)
- Orientation & training will be done during orientation
- Internship is unpaid, may be used to obtain academic credit

To Apply:

Please send a resume to CAP OC's Senior Planner, **Yesenia Hernandez** (yhernandez@capoc.org) with the position title in the subject header. Applications will be accepted until positions are filled. Internships are offered year-round and so state the quarter/semester you're interested in.

For other internship opportunities at CAP OC, please visit our website, <https://capoc.org/volunteer/> Scroll down to "Internship Opportunities" at the bottom of page.