



Community Engagement Intern

Description: HomeAid's purpose is to end homelessness. Orange County is one of the wealthiest counties in the United States with over 3 million in residence, yet nearly 13,000 individuals experience homelessness each year. With the specific objective of ending homelessness, HomeAid Orange County's three unique focus areas of advocacy, development of shelters and service allow the community to engage in this critical issue that affects thousands in the community.

Community Engagement intern will be responsible for the following tasks:

1. Assist with coordinating the volunteer program for all service related activities including but not limited to the HomeAid Essentials campaign, the development of CareKits, and special activities surrounding Homeless Awareness Month in November.
2. Assist with planning special events such as appreciation luncheons, groundbreakings, kick-offs, and dedications/ribbon-cuttings.
3. Assist with coordinating the in-kind donation program including receipting and tracking all donations.
4. Attend site visits to projects, take photos, save photos onto network and other locations as needed.
5. Work with communications intern to promote community service activities on social media sites.
6. Assist with other HomeAid events and community outreach events as needed.
7. Perform customer service and administrative duties including running reports, filing, assist with answering phones, send mailings and similar as needed.
8. Other related duties as assigned.

Requirements:

1. Must be in school following a Social Science related degree such as Sociology, Humanities, or similar
2. Must be hardworking, self-motivated, creative, and resourceful
3. Must be highly organized and detail oriented
4. Computer proficient, especially in Microsoft Word, and Excel
5. Effective verbal and written communication skills

Term: Minimum 3 months commitment requested.

Hours: 10-30 hours, flexible scheduling, office hours range from 8:30am to 5pm, Monday through Friday.

Compensation: Monthly stipend of \$500 for expenses, school credit and letter of recommendation.

How to apply:

This position is available with HomeAid Orange County. Applications and resumes are accepted via email. Please direct all inquiries and applications to Gina R. Scott at gina@homeaidoc.org. Please title subject as Internship Application – Community Engagement Intern.