

Boat People SOS- Center for Community Advancement (BPSOS- CCA)

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Position: Intern

Description:

BPSOS-Center for Community Advancement (BPSOS-CCA) is a nonprofit, under IRS section 501(c)3. Our mission “is to improve the lives of Orange County residents through the delivery of effective and sustainable services.” We have more than 20 years of experience serving Vietnamese with limited English proficiency (LEP) to mitigate disparities among education, health, and social services. Our services include OSHA (workplace safety training), Disability services, Prevention of & support for chronic illnesses, Support for mental health, Flu and COVID vaccine outreach, English as a Second Language (ESL) classes, Citizenship classes and Assistance for naturalization applications.

Internship Training

- Ability to multi-task in a fast-paced, high-pressure environment.
- Superior oral and written communication skills.
- Highly developed interpersonal abilities.
- Experience using computers for a variety of tasks.
- Experience using Microsoft Word, Microsoft Excel, Microsoft Outlook, and other digital tools.

Intern Roles/Responsibilities

- Support planning and coordination of a program and its activities.
- Develop and disseminate educational materials and information to Vietnamese community.
- Keep all members of the team up to date with relevant project information.
- Communicate with team members to ensure maximum efficiency.
- Attend community outreach events to promote health information to the community.
- Assist in data input and analysis.
- Practice to assist in delivering workshops or training
- Create presentations, summaries and materials to ensure better communication and company-wide understanding of the program.
- Available Monday through Friday, between 9am-5pm

Number of associate level interns required: 2