



Planning Intern – Community Action Partnership of Orange County Fall 2024, Winter, Spring 2025

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.

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 the poor and improve the quality of life for the Orange County community.

Position Overview:

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 for recent research and studies, and assist in the development of new agency programs.

Responsibilities and Duties:

- Assist in the preparation of our agency's upcoming 2025 Community Needs Assessment; this includes completing preliminary research on various poverty-related topics, developing our outreach plan, and developing our research design, survey and translation of surveys.
 - Additionally, the student will lead outreach teams and data collection efforts this includes outreach events, focus groups, presentations etc.
- Assist with sharing the findings of the agency's 2023 Community Needs Assessment with community stakeholder groups (i.e. community members, partnering organizations, local colleges/ universities, etc.)
- Provide ongoing 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.

Qualifications:

- Excellent written and verbal communication skills, including public speaking
- Ability to multitask
- Dedication to the anti-poverty mission of CAP OC



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- Proficiency with Google Workspace and Microsoft Office and able to develop skills in new platforms as necessary
- Language skills (Spanish and Vietnamese) preferred
- GIS or data analytical skills, plus

Logistics:

- Hybrid (60% in person, 40% remote)
- Flexible schedule available, Monday-Sunday (flexible hours available if doing remote work).
- Orientation and work schedule will be done during first day of Internship
- Training will be provided to Intern during first week of Internship
- Internship is unpaid, may be used to obtain academic credit

To Apply:

Please send a resume to CAP OC's Planning Manager, Yesenia Hernandez (yhernandez@capoc.org) with the position title in the subject header. Applications will be accepted until positions are filled.