



Communications 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.

The Development Department is responsible for raising funds for the organization and its various programs. The department oversees donation processing, donor relations, communications to the community at large, and special fundraising events.

Position Overview

The **Communications Intern** works closely with the Communications Manager and other staff in the Development Department on various projects to highlight the work and mission of the agency to the community. This position is an excellent opportunity for individuals interested in developing skills related to marketing, communications, social media, journalism, and fundraising.

Responsibilities and Duties:

- Utilize graphic design software (Canva, InDesign, Illustrator, etc.) to develop agency wide marketing materials including social media posts, flyers, brochures, signage, etc.
- Assist with writing and research-based tasks
- Capture photo and video of CAP OC programs and services
- Attend agency events, as needed
- Complete other tasks, as necessary

Qualifications:

- Excellent written and verbal communication skills
- Ability to handle multiple projects
- Attention to detail and “the big picture” at once
- Willingness to learn and develop skills
- Interest in the nonprofit sector/fundraising/marketing/graphic design/communications
- Ability to work with a team
- Familiarity with social media platforms: Instagram, Facebook, LinkedIn, X, YouTube
- Familiarity with design platforms like Canva, Adobe InDesign, Adobe Illustrator, etc.
- Photography and videography skills are a plus

Logistics:

- Flexible schedule, Monday-Friday
- Location: Garden Grove, CA/Remote
- Internship is unpaid, may be used to obtain academic credit

To Apply:

Please send a resume and cover letter to **Taylor Dietz (tdietz@capoc.org)** with the position title in the subject header. Applications will be accepted until the position is filled.