



Internship Description

Our organization is searching for interns who are passionate about empowering communities. If you are interested in working in a positive work environment, gaining experience in the nonprofit sector, learning crisis prevention, and helping families who have been affected by domestic violence, please take a look at the details below.

Commitment:	Winter/Spring 2023 (About 16 hours per week)
Compensation:	The internship is unpaid, but we are willing to work with institutions to provide course credit

Roles & Responsibilities

1. Empowerment and Prevention Program

This position involves working closely with the Youth Empowerment and Prevention Educators by assisting with the planning, preparation, and implementation of empowerment and prevention programs.

- Assist with curriculum and activity planning for empowerment and prevention programs
- Assist with program/event set up and clean up
- Provide proper referrals and resources to community members
- Assist with evaluation activities and surveys
- Support Youth Educators' outreach efforts and events
- Provide general administrative support

2. Youth and Childcare

Youth and childcare volunteers will assist OCFJCF staff and clients by monitoring the children's room area and assisting with children's activities as OCFJCF programming increases. Assistance with childcare will be available upon request at OCFJCF events, focus groups, or empowerment and prevention classes.

Responsibilities:

- Monitor Children's Room activities and clean up
- Read books and play age-appropriate games with children
- Hand out snacks and assist with clean up
- Supervise educational videos



- Facilitate arts and crafts

3. Administrative

Volunteering as an Administration Assistant in a small organization means you'll be working closely with a team of passionate and dedicated people who are working hard to make a difference. Although you may only be asked to help a couple of days a week, your support is invaluable because you'll be helping to keep the office fully stocked and fully functioning. Duties could be anything from booking meetings to dealing with public inquiries and data entry.

Responsibilities:

- Navigate and access OCFJCF Google Drive
- Answer the OCFJCF business phone line
- Assist with distribution of mail
- Assist with filing, scanning, and printing
- Conduct data entry and organization
- Maintain phone and email communication
- Create digital flyers and marketing materials
- Conduct inventory of office materials and supplies
- Support with coordination of donations
- Provide assistance on special projects
- Other administrative support as assigned.

4. Off-Site Opportunities

The OCFJCF welcomes the help of any volunteer who desires to complete off-site opportunities. Off-site opportunities may include, but are not limited to:

- Assisting with office duties at home, such as mailings and collating packets
- Donating professional services, such as counseling, healthcare, beauty, or vocational services to OCFJCF clients.
- Serving as a guest speaker upon approval of the OCFJCF staff
- Assisting with off-site training(s), seminars, and community events

Qualifications:



- Must be enrolled in a degree program.
- Must have a related criminal justice, public health, social services, non-profit, psychology, or educational emphasis.
- Have a cumulative GPA of 2.5 or above.
- Complete one semester 130 hours or one quarter of 80 hours.
- Demonstrate experience working in an office setting and knowledge of basic software programs such as Google workspace and Canva.
- Demonstrate experience or ability to work with people in crisis, and ability to show sensitivity to the issue of family violence.

Email Cover Letter & Resume

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