

South County Outreach

7 Whatney, Suite B

Irvine, Ca, 92618

www.sco-oc.org

COMPANY DESCRIPTION

We have been serving the community in south Orange County for 28 years. We have five core programs, our food pantry, transitional housing, homeless prevention, rental and utility assistance, computer learning lab and offsite thrift store. We service approximately 8,000-10,000 individuals a year through our programs.

We are a 501©3 nonprofit organization and Tax ID #33-0330233.

DUTIES & RESPONSIBILITIES

Intern assists the Marketing Manager in the day to day operations. The intern will complete outreach phone calls to potential and existing contacts. Assist with promotional campaigns and media content. Help to expand the existing social media platforms.

Interns will also assist with event(s): Fundraisers, Outreach Events, Client Focused Events and Donor Relation Events. Event involvement includes gathering auction items, creating invitations, design and distribution of event marketing material.

QUALIFICATIONS & REQUIREMENTS

Must be age 18+

TIME COMMITMENT

These are the requested periods of time by the employer

- 1-term (50-100 hours/10 weeks)
- Open for Discussion

HOW TO APPLY & DEADLINE

Please email your resume to the Volunteer Manager: Johanna Stickles

jstickles@sco-oc.org, Applications are accepted year round.

CONTACT INFORMATION

For More information please contact Johanna Stickles at jstickles@sco-oc.org or 949-380-8144. You can also visit their website at www.sco-oc.org.