



Association of California Cities-Orange County (ACC-OC) Paid Internship

Salary

\$20-\$23 an hour

Job Type

Part-time

Shift and Schedule

Monday to Friday

THE POSITION:

THE OPPORTUNITY:

Are you interested in performing public policy research and writing, conducting community outreach, preparing special events, and educating local community stakeholders to support Orange County cities? If so, the Association of California Cities – Orange County (ACC-OC) has a great opportunity for those looking to gain valuable experience in a collaborative team setting.

This internship is perfect for you if you...

- Are a creative individual with a passion for public policy, community outreach, and communication.
- Enjoy interacting with diverse communities.
- Function well as part of a team that emphasizes collaboration.
- Like to educate others.
- Value a flexible work schedule.

This position is open until filled. The deadline for the first review of applications is Friday, May 3rd, 2024. Applicants that submit applications after the first review deadline are not guaranteed to be considered for this recruitment. This recruitment may close at any time without notice after the first review deadline.

There is one (1) internship opportunity for ACC-OC at this time.

This recruitment is being conducted to fill one (1) vacancy and will establish an eligibility list which may be used to fill future vacancies as they occur during the active status of the eligibility list.



FLSA: Non-Exempt

Internships are limited to 25 hours per week and 960 hours per fiscal year (July 1st to June 30th)

Note: Internships are not meant to be short term, for example, limited to summer, winter and/or spring breaks. Individuals interested in short term internships will not be considered.

Work schedule is estimated to be approximately 15 to 20 hours a week; Agency Office Hours are Monday through Friday from 8:00 a.m. to 5:00 p.m., with some programmatic evening hours to support ACC-OC events.

The successful candidate will primarily assist the Director of Programs and Operations. The candidate will perform project-based department tasks and work closely with the entire ACC-OC board members and staff.

The position requires advanced computer, research and writing skills and the ability to work irregular hours, nights, and weekends as needed to support ACC-OC programs.

Intern staff work flexible hours as established by their respective supervisor. While the Association is flexible and will strive to work around an intern's schedule, an intern's work hours will vary and be mutually agreeable between the intern and their supervisor.

EXAMPLES OF ESSENTIAL FUNCTIONS:

May include, but are not limited to the following:

Assist with planning, implementing, and facilitating the Association's advocacy communications and programs.

Assist with community outreach events; such as, standing committee meetings, infrastructure tours, annual events including the annual ACC-OC Policy Maker's Academy and Leadership Conference.

Assist with developing communication/education assets including but not limited to policy white papers, curriculum development, newsletters, graphics, social media outreach, blog posts, video creation, press releases, etc.

Perform the full array of duties assigned, including professional administrative work on special projects.



Perform other related duties as required.

QUALIFICATION GUIDELINES:

EXPERIENCE AND EDUCATION:

Graduation from high school or G.E.D. equivalent.

Graduation or current enrollment in undergraduate or graduate studies in an accredited college or university with major course work in Communication Studies, Journalism, Public Relations, Business, Public Administration, or closely related field.

LICENSES AND CERTIFICATES:

A valid class "C" California driver's license.

KNOWLEDGE OF:

Principles, methods and practices of public affairs, community outreach, marketing and public relations; principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation; principles, methods and techniques of design; knowledge or understanding of basic legislative affairs.

ABILITY TO:

Operate a computer using word processing and other standard software; communicate clearly and concisely, orally and in writing; use major social media platforms; apply writing style and techniques appropriate for differing business and journalistic/public relations purposes; edit written materials; apply political sensitivity and acumen when representing the Association with various stakeholders and in a variety of forums; maintain effective relationships with those encountered in the course of the work, including the media; exercise sound judgment within established guidelines; maintain accurate files and records. Previous public affairs, communication and/or writing experience is preferred.

SELECTION PROCESS:

To apply, please send a professional resume to Lauren Kline at lkline@accoc.org.

SELECTION PROCESS:

All applications will be reviewed for accuracy, completion, relevant experience, education, training, and other job-related qualifications. Applicants with the strongest background relating to the stated responsibilities will be invited to submit writing samples, professional references, and interview for the position. The successful candidate will be required to pass a background/reference check. Please visit our website at www.accoc.org for additional information.



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Interns are not eligible for employment benefits.