

Outreach and Social Media Assistant Intern/Volunteer

Non-Profit Organization: Community Partners in Caring, Santa Maria, CA

Work Schedule: 10 hours per week and flexible in terms of days and time, but must conform to current office hours.

Office Hours: Monday – Friday, 9am – 4pm; occasional Saturday hours.

Exciting internship opportunity with Community Partners in Caring (CPC). For Allan Hancock College Students, there is a potential to earn transferrable units and further acquire and develop real workplace experiences and employability skills. This is also a great opportunity to *get involved with the community* in which you live and attend college. Refer to page two for information regarding CPC.

Details on the Internship

We are looking for a student interested in developing Outreach and Social Media skills. The Intern will assist our Volunteer Coordinator in recruiting new volunteers and help spread the word about the support services Community Partners in Caring offers seniors living in our community. The three areas of concentration:

Outreach: Student will help to maintain and update press contact list, school contact list, and church contact list; update and maintain email database; setup and assist during outreach events; assist Volunteer Coordinator off site at outreach events; update and maintain content as instructed by Volunteer Coordinator.

Social Media: Intern will assist Volunteer Coordinator with editing and producing final images; updating social media: Facebook, Twitter, Instagram, Pinterest, etc.; other tasks as needed by Volunteer Coordinator.

General Clerical: Intern will print and photo copy; file; answer phone calls; other tasks as needed by Volunteer Coordinator.

Qualifications Profile:

Knowledge of: office management techniques and organizational skills; written business communications; Software knowledge (Word, Excel and Power Point); social media uses; correct English usage, spelling, grammar, and punctuation; formatting; and office methods, procedures, and equipment (printers, copy machines, fax machine), and telephone etiquette/techniques.

Interested in developing skills to: communicate effectively, both orally and in writing; develop and maintain cooperative relationships with those contacted during the course of work; understand and carry out oral and written directions; organize work load, and establish priorities; learn and interpret specific rules, procedures, and policies, and apply them with good judgment in a variety of situations, and establish and maintain office records and files.

Intern must ensure on-time arrival for work and possible travel to locations/events.

Job Type: Internship; non-paid

APPLICATION PROCEDURE:

To be considered, please submit the following application materials to our office:

- A current resume to partnersincaring.vpc@gmail.com

Please put the Job Title in the subject field of your email message

About Community Partners in Caring

Our mission is to provide volunteer support services that allow our senior population to live independently while maintaining dignity, respect, and quality of life.

Services we currently provide:

- **Transportation (door-through-door)**
A volunteer will drive a client to medical, social, or service appointments by picking them up from where they live, escort them into the appointment location, and then return them to their home (door-through-door). For example, clients may have a doctor's appointment, may want to meet friends for lunch, go to church, or need the services of a lawyer, tax accountant, or other service professional.
- **Telephone Reassurance**
A volunteer will call one of our homebound senior in order to visit with them over the phone.
Limit: 1 hour per week
- **Friendly Visits**
A volunteer will visit with a client in their home. Activities depend on the client. For example, some clients like to play cards or board games, others like to sit and talk.
Limit: 1 hour per week

Services we will be providing in the near future (Dec 2017):

- Shopping & Errands
- Respite Care
- Paperwork Assistance
- Minor Home Repairs
- Yardwork
- Light Housekeeping