OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for

**OC Produce Prescription Program Intern**
(Limited term: 9 months with possibility of extension)

In this paid internship role, the OC Produce Prescription Program Intern will plan and follow through on data collection, data entry, providing nutrition education, and tracking participant attendance at health education interventions. This is a limited-term, grant-funded position.

**WHO WE ARE**

Born out of the War on Poverty more than 50 years ago, Community Action Partnership Orange County (CAP OC) is a trusted resource for Orange County community members who face obstacles such as food insecurity, unemployment, economic turmoil and more. We walk alongside the people we serve, and we act to meet immediate needs without delay. Our programs help empower people to improve their lives and their communities. We see poverty as an unacceptable reality for our neighbors and rally with key partners to help facilitate change.

CAP OC hires professionals who support and embody the following **EPIC** values:

Going above and beyond in every interaction and activity we undertake. We strive for **EXCELLENCE** in service, keeping a pulse on the most up to date innovations within our industry. Together we continually assess and improve the way to work and enhance the strategies we utilize to meet the needs of our community.

Reaching our goals by working collaboratively with each other and our community. We are working to do the things that have not been done empowering families and individuals to financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing healthy and energy-efficient living conditions for all through social innovation. All of this takes **PROACTIVENESS**, and an intrinsic motivation that drives us to go above and beyond to create cutting-edge trends and program designs. We have the will and the energy and won't stop until the needs of our underserved community no longer exist.

We are a team of high **INNOVATION**. We value the work we do; the people we serve; and treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing of ideas and not afraid to try new things that increases our educational capacity. We think outside of the box, and challenge prevailing assumptions about issues of poverty.

Reaching our goals by working in partnership with each other and our community. The work we do is deeply rooted in the **COLLABORATION** we have with our community and its citizens. We care about the legacy of community action partnership and go above and beyond to ensure we support each other in bringing forth the services and resources that will positively change generations forever.
We have remained true to our mission “We seek to end poverty by stabilizing, sustaining and empowering people with the resources they need when they need them. By forging strategic partnerships, we form a powerful force to improve our community.”

VALUES

In addition to our EPIC values our external values are as follows:

Leadership
We are guiding critical shifts in how people think and act to address the root causes of poverty

Collaboration
We bring together all capable partners to achieve transformative results

Trust
For over 50 years, the community has counted on us to empower those in need

Compassion
We treat each person we serve respectfully and with great care

Justice
We are passionate about advocating for those living in poverty and creating equity throughout the region

WHAT YOU WILL ACCOMPLISH IN THIS ROLE

Under the direction of the Nutrition Education Senior Manager, the intern will assist with the collection of baseline and post-surveys, enter survey data into Qualtrics, provide nutrition education, and track participants’ attendance at health education interventions. This internship is through the OC Produce Prescription Program (a research project), funded by the National Institute of Food and Agriculture, part of the USDA.

The internship will pay $23.00 per hour, and is not eligible for CAP OC benefits.

Internship activities will take place in-person at the St. Jude Neighborhood Health Center – Ponderosa in Anaheim, CA and/or at CAP OC office locations, with the possibility of some remote work.

It is anticipated the commitment for this role will be approximately 10 hours per week for at least 9 months (with the possibility of extension). Total hours worked per week may vary based upon program needs.

Working hours will be during regular business hours of 8 a.m. and 4:30 p.m., Monday through Friday. Possibility of working on weekends and/or evening hours.

Bilingual in English/Spanish, both in written and oral forms, is required.
ROLES AND RESPONSIBILITIES

- Assist with the collection of baseline and post-surveys from participants, which may be in the form of paper or electronic surveys (English & Spanish).
- Data entry of survey results into Qualtrics.
- Plan, schedule and provide nutrition education to participants using USDA-approved curriculum.
- Track participant attendance at health education interventions.
- Participate in OC Produce Prescription Program collaborative meetings.
- Maintain communication with and report outcomes to Principal Investigator and Evaluator.
- Other program duties as assigned.

THE IDEAL INTERNSHIP CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN

- Nutrition, health and poverty issues.
- Research and evaluation.
- Public speaking to different size audience that may include Spanish speaking attendees.
- Record keeping principles and methods.
- Data collection, data entry, evaluation methods, and evaluation software (i.e., Qualtrics).
- Planning and organizational techniques to develop and implement action plans.
- Working both independently and collaboratively within a team.

IDEAL INTERNSHIP CANDIDATE MUST BE

- Customer service oriented: Establish and maintain effective working relationships with CAP OC’s staff, the community, representatives of other organizations and agencies.
- Ethically Focused: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- Inclusive: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational and program effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Work focused: Be detailed oriented while working accurately and efficiently on a consistent basis without assistance, and possess strong organizational skills.
- Flexible: Work locations will vary between an office environment and working in the community which can include working outdoors in varying temperatures and weather conditions. May require working weekends/evenings/holidays when/if needed to meet program and production demands. Workdays and hours of work are subject to change, and may require a hybrid work schedule between several CAP OC locations and remote work.
- Language skilled: Demonstrate a clear, concise and effective command of the English and Spanish language in both oral and written forms.
- Mathematical: Perform mathematical skills sufficient to create, compose or compile information on computer or complete forms for reports or presentations.
- Computer literate: Competently use the Internet, Web based databases, Microsoft Office (Word, Excel, PowerPoint, and Outlook) and other applications. Experience with virtual communication platforms such as Teams or Zoom. Competently use office equipment such as copiers, fax machines, cell phones, and projectors. Use a variety of computer databases to ensure that client records, statistics and reports are completed.
EDUCATION AND EXPERIENCE

Current MPH (Master of Public Health) student with completed coursework in Program Evaluation or recent graduate of an MPH program, along with knowledge and/or completed coursework in nutrition and/or physical activity preferred.

TRAVEL

Possess a valid California Driver’s License with a driving record that meets minimum standards established by CAP OC insurance carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.

Typically, travel is local during the business day to/from CAP OC locations and to/from the St. Jude Neighborhood Health Center – Ponderosa in Anaheim, CA, with the possibility of travel during evening hours. The intern will use their personal vehicle. The intern may be asked to travel out-of-the-area and/or with possible overnight travel.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the intern to successfully perform the essential functions of this job.

While performing the duties of this job, the intern is regularly required to bend, stoop, reach, pull, push, stand, kneel, sit, twist, turn, walk, bend at the waist, talk and hear, with prolonged and fine dexterity of fingers and wrists, vision abilities include close vision, distance vision, color vision, ability to adjust focus, prolong manipulation of fingers and wrists, and prolong computer work. The intern must regularly lift and/or move objects up to forty (40) pounds. The intern may stand and/or sit for extended hours throughout the workday. The intern may be called upon to work outdoors in varying temperatures and weather conditions.

HOW TO APPLY

Please Apply at Community Action Partnership of Orange County’s website at www.capoc.org.

MEDICAL EXAMINATION AND BACKGROUND CHECK

A medical examination is required of each new intern whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective interns must pass a pre-intern placement physical, drug screen, Live Scan and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE PROMISE OF COMMUNITY ACTION

Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.