



"Those Who Help the Poor Honor God"
Proverbs 14:31

8332 Commonwealth Avenue, Buena Park, CA 90621
TEL (714) 523 – 4454 FAX (714) 523 – 4474
Website www.gchope.org

Internship Title: “We’ve Got Your Back” Internship

Position type: Summer/Academic Year, Part time– 10-15 hours/ wk

Location: Buena Park, California

Pay: Unpaid

Duties and Responsibilities:

The WGYB Intern will assist the WGYB Coordinator in program coordination which will include (but not limited to) the following tasks:

- Assist with the logistics of program
 - Ensure appropriate food is maintained to supply the backpacks.
 - Contacting possible food sources, accurately procuring food for the program.
 - Ensure the appropriate number of backpacks are available.
 - Communicating with school nurses, principals, parents and others.
 - Ensure that GCH is receiving monthly logs from schools that are required for participation in the program.
 - Keeping the checklists and records up-to-date with changes.
 - Data entry

Requirements:

- Excellent communication and presentation skills
- Problem-solver
- Detail-oriented
- Ability to multi-task and meet deadlines
- Demonstrated ability to initiate and manage projects; strong organizational and administrative skills. Must be able to work independently and as part of a team and with all levels of staff and volunteers.
- Knowledge of Spanish a plus

This is a great opportunity for an individual interested in gaining valuable practical experience that can be applied to either the public or private sector.

Supervision:

Works under the general supervision of the WGYB Coordinator.

Giving Children Hope is a faith-based nonprofit organization dedicated to alleviating poverty (domestically and abroad) through disaster relief, health and community development, vocational training and advocacy. A Public Benefit, non-profit corporation, registered Private Volunteer Organization (PVO) with USAID, Tax exempt under IRC 501 c (3)



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If you are interested in applying for this internship, please email a cover letter detailing the name of the position you are applying for, where you found the posting, and how this would benefit your future career as well as a current resume to wgyb@godaid.org. In the subject line please type “We’ve Got Your Back” Internship.