



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

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**Internship Title: Communications Internship**

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

**Location: Buena Park, California**

**Pay: Unpaid**

**Duties and Responsibilities**

The Communications Intern will assist the Communications Coordinator with managing the organization's web site (including but not limited to writing), drafting press releases, building and maintaining media database, and other various assigned tasks.

The ideal candidate will be studying communications and possess strong written and verbal skills. They will also have strong attention to detail and follow-up.

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 Communications Coordinator

**Skills:**

Knowledge of Microsoft Office

Self-starter

Organized

Strong communication skills

Creative

Personable

Pays full attention to detail

Ability to multi-task and meet deadlines

Problem-solver

Ability to work in a cross-cultural environment

**Education:**

Senior in College

Recent College Graduate



Communications Major preferred

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.

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 [htrevino@godaid.org](mailto:htrevino@godaid.org). In the subject line please type "Communications Internship."

We are happy to work with your college or university if you are interested in receiving credit. As every university has different requirements we ask that you inquire with your school as to the requirements and restrictions.