



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

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**INTERNSHIP TITLE:** Procurement (for aid to help homeless families) Internship

**POSITION TYPE:** Academic Year/Summer, Part time 10-20 hours/ wk

**LOCATION:** Buena Park, California

**PAY:** Unpaid

The Procurement Intern will assist with the “We’ve Got Your Back” program which serves homeless children and families of Orange County through a weekend nutrition club. We are in need of a friendly and driven individual to procure food, medicine, toys, and other donated product for the kids. This product will be placed in the backpacks which are given each week to the kids in the program.

Duties include, but are not limited to tracking relief agencies and corporate donors along with their contact information and compiling researched data into excel spreadsheet as well as tracking all requests from staff for what product to procure.

**SUPERVISION:**

Works under the general supervision of the Program Director

**SKILLS:**

- Conversational skills for telephone
- Highly Competitive
- Salesmanship
- Ability to receive thorough instructions
- Task-oriented
- Outgoing

**EDUCATION:**

Junior/ Senior in College OR Recent College Graduate

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 [mstrauss@godaid.org](mailto:mstrauss@godaid.org).** 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.

Giving Children Hope is a humanitarian aid organization which focuses on health care issues, relief, refugee assistance and projects serving needy children and the poor. A Public Benefit, non-profit corporation, registered Private Volunteer Organization (PVO) with USAID, Tax exempt under IRC 501 c (3)

