

Community Action Board of Santa Cruz County, Inc.

406 Main Street, Suite 207, Watsonville, CA 95076

831-763-2147 - 831-724-3447 (fax)

Intern Position Announcement

Position: **Intern** for the County Census Project
Location: 406 Main Street, Watsonville, CA 95076
Hours: 15-20 hours/week, occasional weekends and evenings
Benefits: None
Salary Range: No salary
Reports to: Assistant Project Director (Census Project)

Overview: CAB's 2020 Census Santa Cruz County Complete Count Project is a special project of the Community Action Board of Santa Cruz County, Inc. under the Thriving Immigrants Initiative, which will lead local Santa Cruz County Complete Count census efforts in partnership with key stakeholders to ensure a local census count that is inclusive and accurate. The goal of this work is to create and implement a strategic plan to educate, motivate and activate the community to participate in the Census. The mission of the Community Action Board of Santa Cruz County, Inc., is to partner with the community to eliminate poverty and create social change through advocacy and essential services.

Under the direction of the Assistant Project Director, the intern will be responsible for the following duties:

- Assist in the creation, implementation and evaluation a Countywide Complete Count Strategic Plan.
- Assist in ensuring that the strategic plan includes components outlined by the State of California, not limited to:
 - A comprehensive and inclusive Outreach Plan
 - Coordination of Partnerships: Engage essential partners across sectors for active roles in census activities.
 - Language Access Plan: Work with county partners and stakeholders to identify languages existing in the county and ensure plan addresses county language needs.
- Support the Project Director by leading and facilitating local complete count efforts and service provider meetings, collaborative meetings, and/or community forums as needed.
- Communicate with project partners, in conjunction with the Project Director, and other community members/organizations about program activities and objectives;
- Identify, recruit, and train community trusted messengers as project volunteers and make appropriate referrals to County employment partners for federal employment opportunities; support outreach and employment efforts as needed.
- Oversee capacity building for partners, interns, and volunteers in the areas of project support, outcome compliance, and evaluation and tracking.
- Ensure contract compliance, monitoring and tracking of all program tasks, objectives and outcomes to ensure project goals are met
- Prepare reports as needed; including reviewing, revising and ensuring that data systems are created and implemented to track progress.
- Monitor project/volunteer compliance with all CAB policies, procedures and safe work practices.
- Helps support grant writing and fundraising efforts as needed for the project.
- Other duties as assigned.

Employment Qualifications:

Minimum Qualifications:

- Currently enrolled in a post-secondary educational institution or apprenticeship
- Excellent Organizational, verbal presentation, and strong writing skills required.
- Communicate effectively with a variety of people;
 - Bilingual/Biliterate (English and Spanish) desired
- Demonstrate cultural competence related to the under-resourced community in Santa Cruz County; Maintain a variety of records and prepare reports related to assignment.
- Possess a valid California driver's license with an excellent record, as well as an insured vehicle, required.

Knowledge of and experience in:

- Leadership and guidance in the area of community services;
- Teaching, motivating and supervising a group, desired;
- Strong computer skills, including word processing and data base management;
- Safe work procedures;
- Knowledge of Santa Cruz County community and networks;

Ability to:

- Responsibly and effectively coordinate tasks associated with project planning, execution and evaluation;
- Perform duties responsibly and effectively, with a strong sense of self-direction and motivation;
- Model a positive work ethic and commitment to quality and work safety;
- Interface effectively with community partners as part of a team environment;
- Respond calmly to emergency situations;
- Respond appropriately and in a timely manner to any concerns related to clients, partners, and program activities;
- Understand and follow oral and written directions in an independent manner;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

The hired intern will adhere to CAB's standard of upholding the agency's mission, values and code of ethics through a commitment to confidentiality and communication.

All qualified applicants will receive consideration for internships without regard to race, ethnicity, religion, color, sex (including childbirth, breast feeding, and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, uniform service member and veteran status, marital status, pregnancy, age (over 18), protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state, and local laws.