



Position Description: Auction Intern

The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include professionalism, excellence, accessibility, social justice, community involvement, self-care, and empowerment.

The Auction Intern position:

- Is a temporary, part-time internship that will begin immediately and continue through December 2018.
- Will be paid on a contractual basis: \$15/hour, not to exceed 500 hours.
- Requires 15-28 hours/week, including some evenings and weekends (with advance notice).
- Requires reliable transportation for picking up donated items from local businesses and attending meetings.

Description:

The Auction Intern will work closely with the Development & Communications Coordinator to assist with preparations for our 31st Annual Holiday Auction, which will be held on Sunday, December 2, 2018. The Auction Intern is primarily responsible for soliciting and picking up auction item donations from local businesses and supporters as well as for assisting with data entry and other event planning tasks. The intern will gain basic fundraising and administrative skills including event planning, working with donors, preparing fundraising materials, database management, and communications.

The ideal candidate for this position is a people person who has no reservations asking for donations. The intern will have good organizational skills and will be capable of managing multiple projects at once. The Auction Intern will be self-motivated and capable of working independently. This person will have an upbeat and persevering attitude as part of their commitment to positively representing the Center in the community.

Responsibilities:

1. Work with the Development & Communications Coordinator (DCC) to carry out the event planning process for our 31st Annual Holiday Auction.
2. Procure items for the silent auction, including the solicitation, tracking, and collection of donated items.
3. Assist with auction data entry and volunteer training.
4. Prepare print materials for the event.
5. If needed, attend monthly Auction Committee meetings.
6. Assist with the sale of raffle tickets.
7. Provide event day support: set up, event logistics, and clean up.
8. Assist with post-event tasks: donor acknowledgement letters, thank you calls, etc.
9. Work as a team member in order to achieve the mission of the Center.
10. Maintain appropriate standards of confidentiality.

Qualifications Required:

1. High school diploma
2. Excellent oral and written communication skills
3. Strong interest in fundraising, special events, and development
4. Demonstrated effectiveness with computer and information technology including word processing, database management, Excel, email, and social media
5. Strong organizational, analytical, and problem-solving skills
6. High level of attention to detail and ability to follow through
7. Ability to work independently and as part of a team
8. Experience working with people from diverse backgrounds
9. Demonstration of cultural awareness, sensitivity, and competency
10. Comfort level addressing the issue of sexual violence

Qualifications Preferred:

1. Experience with events and planning
2. Graphic design skills including familiarity with Adobe CC
3. Experience in utilizing databases to track and/or retrieve information

Reports to: The Development & Communications Coordinator of the Orange County Rape Crisis Center

Stipend: \$15 per hour

To apply, please send a resume, cover letter, and three references to jobs@ocrcc.org with "Auction Intern" in the subject line by **September 14, 2018. No phone calls, please.**

The Orange County Rape Crisis Center values diversity and we welcome and encourage applicants from diverse racial groups, sexual orientations, national origins, religions, ages, and disability statuses.