



Orange County Rape Crisis Center

Support. Education. Advocacy.

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.

Orange County Rape Crisis Center is seeking a Special Events Intern.

Description: The Special Events Intern will work closely with the Development & Communications Team to assist with preparations and wrap up for our 34th Annual Holiday Auction on December 12, 2021. Position begins in August or September and ends in December or January, depending on candidate availability.

10-20 hours a week, including some evenings and weekends with advance notice

The Special Events Intern will work closely with the Development & Communications Team to assist with preparations for our 34th Annual Holiday Auction, on December 12th 2021. The intern is primarily responsible for obtaining and picking up auction item donations from local businesses and community members 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. This position is ideal for someone who wants to learn more about fundraising and major events.

Responsibilities:

1. Obtain items for online auction, including solicitation, tracking, and collection of donated items.
2. Assist with auction volunteer training.
3. Prepare digital and print materials for the event.
4. Attend monthly Development Committee meetings.
5. Provide event weekend and day of support including event logistics.
6. Assist with post-event tasks including donor acknowledgment letters, thank you notes, calls, etc.
7. Coordinate item pick up and drop off post event.
8. Maintain appropriate standards of confidentiality.

Qualifications Required:

1. Excellent oral and written communication skills
2. Strong interest in learning fundraising, special events, and development
3. Good organizational, analytical, and problem-solving skills
4. High level of attention to detail and ability to follow through
5. Ability to work independently and as part of a team
6. Experience working with people from diverse backgrounds

7. Demonstration of cultural awareness, sensitivity, and competency
8. Comfort level addressing the issue of sexual violence

Qualifications Preferred:

1. Experience with, or willingness to learn events and planning
2. Graphic design skills including familiarity with Canva
3. Experience in using or willingness to learn donor databases to track and/or retrieve information

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

Application Deadline: Applications accepted until filled

To Apply: Please submit a cover letter, resume, and three references in a single PDF to jobs@ocrcc.org with “Special Events Intern” in the subject line.

Compensation: \$10.00/hour

Incomplete applications are not considered. *No phone calls, please.*

Orange County Rape Crisis Center is committed to fostering the leadership of people of color, Native people, immigrants and refugees, low-income people, LGBTQ and trans people, people with disabilities, survivors of sexual and/or domestic violence, and people living in the many intersections of these experiences. We strongly encourage people from these communities to apply and will not discriminate on the basis of race, ethnicity, color, socioeconomic class, gender identity, gender expression, sexual orientation, sex, religion, disability status, citizenship status, age, veteran status, or national origin.