



## COMMUNITY PROGRAMS INTERN

**About Miracles for Kids:** ([www.miraclesforkids.org](http://www.miraclesforkids.org)) Miracles for Kids is one of the only organizations on the West Coast providing monthly financial assistance, subsidized housing, wellness and basic needs programs to families with children battling a life-threatening illness or condition.

Miracles for Kids helps critically-ill children and their families stay strong and together, by keeping the lights on and a roof over their heads. Based in Southern California, the organization was founded in 2002 and continues to expand its reach by serving children receiving treatment at leading hospitals throughout California. In addition to paying monthly bills to covering basic expenses throughout the year and housing families at its local housing complex Miracle Manor - the organization also delivers food, provides pro-bono counseling, and a variety of other supports to ensure that families have their basic needs met during the most emotionally excruciating time in their lives.

### Job Description

Type: Internship

Duration: Minimum 3 months, 6 months preferred

Hours: Flexible, 10-15 hours a week

Compensation: Unpaid – can receive college credit

Location: Irvine, CA

### Responsibilities

The community programs intern position is focused on providing support to the community programs team with a primary focus on program event planning/coordination, administrative support, and support with the Miracle Manor housing program. We are seeking a motivated, detail-oriented, and organized team player. Responsibilities include:

- Provide logistical support to community programs team
- Assist in event set-up, tear down, and execution of programs/events
- Telephone and email communications regarding community programs with our families
- Work with team on event planning and coordination including donation solicitation, donation tracking and inventory, family tracking, etc.
- Data entry and tracking, creating spreadsheets
- Review and edit family profiles and stories
- Assist the Community Programs Manager with any special projects as needed

### Qualifications and Skills

- Minimum: Currently pursuing a bachelor's degree
- Must be well organized, flexible, and able to work under pressure
- Excellent verbal and written communication skills
- Strong customer service and interpersonal skills. Ability to build rapport with families, volunteers, and donors
- Able to work event hours. Shifts will be based on event schedules, and you must be able to work evenings and/or weekends based on our event calendar
- Proficient in Microsoft Office (Microsoft Excel, Word, PowerPoint, Outlook)
- Must occasionally lift and/or move up to 25 lbs. Events may require standing, walking, and/or moving
- Bilingual Spanish (not required, but a plus)

### We Have

- A mission that you can believe in with all your heart
- A profound desire to help more families who need help fighting for their children's lives
- A friendly work environment and mission-focused staff, volunteers and Board of Directors
- Experienced leaders who are ready to take the organization's vision to the next level

### **Interested? Apply Today!**

- Email your resume to: [sha@miraclesforkids.org](mailto:sha@miraclesforkids.org)

*The individual in this position will be working in an office environment with limited exposure to our patient children and their families. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization. Employment with Miracles for Kids will be "at will," meaning that either the employee or Miracles for Kids may end employment at any time and for any reason, with or without cause.*

**[www.miraclesforkids.org](http://www.miraclesforkids.org) | (714) 730-3040 | 3002 Dow Ave #126, Tustin, CA 92780**