

General Intern Description - UNPAID

About the Orange County Business Council

Orange County Business Council (OCBC) is the leading voice of business on important issues locally, regionally and nationally. The organization works to enhance Orange County's economic development and prosperity to preserve a high quality of life.

For more than 100 years, OCBC and its predecessor organizations have promoted economic development countywide and served as the voice of business in America's sixth largest county representing businesses with nearly 250,000 employees in Orange County and 2 million worldwide.

In providing a proactive forum for businesses, government and academia to join together, OCBC helps assure the prosperity of America's sixth largest county. Orange County is one of the most desirable places in the nation to live, work, raise families and enjoy an excellent quality of life. The Orange County Business Council serves pro-business interests so that the region's vibrant economy will continue to expand, bringing the benefits of prosperity to every corner of the county.

For more information, please visit www.ocbc.org.

Orange County Business Council is located at 2 Park Plaza, Suite 100, Irvine, CA 92614.

Internship Description

OCBC is looking for bright, motivated, dynamic individuals to join the organization's Intern Program. Interns will assist staff members with projects and research in the fields of communications, events, government and community affairs, investor relations, and business development. This internship requires a minimum commitment of eight hours per week, for a minimum duration of three months. Reliable transportation is required.

Interns will contribute to the mission of OCBC by assisting with an array of assignments and projects. The internship will be tailored to the specific experiences, learning objectives, and goals of the intern. Interns will contribute in the following areas:

Events:

- Participate in small and large-scale events.
- Assist the Events team in the preparation for and conduct of committee meetings, fundraisers, social events, advocacy meetings, and other related activities.
- Attend meetings and events with business, education, government, and community leaders.
- Transcribe meeting notes and organize business contact information.

Research & Legislation:

- Research state and federal legislation.
- Track legislation and draft legislative summaries.
- Assist with advocacy trip logistics.
- Attend regulatory and committee meetings.

Communication:

- Enhance OCBC's online social media presence on Facebook, Twitter, and YouTube.
- Develop content for written publications such as blogs and newsletters.
- Assist in the design of various OCBC publications.

Administration:

- Perform various administrative tasks such as data entry, answering phone calls, drafting letters, filing, and database maintenance.

Business Development:

- Research new business prospects.
- Draft letters, assemble investor kits, prepare for VIP events, and conduct follow-up phone calls.
- Develop directory of investors and update database.

Benefits of Internship

- Participants will gain an in-depth look at the operations of Orange County's leading voice of business.
- Intern will have the opportunity to work in a professional office environment, interact with industry professionals, and develop key business skills, knowledge, and relationships.
- School credit is available.

Desired Qualifications and Experience

- Students pursuing degrees in Business Administration, Economics, Marketing, Communications, Political Science, and Public Affairs are encouraged to apply. All majors are welcome to apply.
- Applicant must be self-motivated, responsible, dependable, and dedicated to the mission and values of OCBC.
- Applicant must be comfortable working in an office environment and interacting with business professionals.
- Applicant must possess strong writing skills and web-based research abilities.
- Knowledge of Microsoft Office products, including Word, PowerPoint, and Excel, is required.
- Familiarity with social media tools such as Facebook and Twitter is preferred.

Application Instructions

To apply, please submit a cover letter and resume to:

Katherine Reedy

Director of Communications

Orange County Business Council

kreedy@ocbc.org

(949) 794-7221

www.ocbc.org

The cover letter should include the applicant's GPA (if applicant is currently enrolled in college). The cover letter should also indicate which of the various functions/departments of OCBC is of the greatest interest to the applicant (i.e. communications, legislation and research, events, etc.).