



## **Job Title: EncoreOC Professionals**

OneOC is proud to offer the **EncoreOC Professionals** Program throughout Orange County! As an EncoreOC Professional, you will connect with a local nonprofit in meaningful & purposeful service to help address unmet community needs. During the project program period, you will fulfill critical project-based assignments that will bolster the infrastructure of the nonprofit at which you are serving.

**Nonprofit Background: American Family Housing** provides a continuum of housing and an array of services to support homeless and low-income families and adults to secure a stable home, to be an active part of their community, and achieve a self-sustaining way of life. For more information log onto <https://afhusa.org/>

- **Term of Volunteer Service:** 8-weeks project-based assignment between March and December 2019
- **Hours of Volunteer Service:** 15 hours per week for 8 weeks (Virtual and Onsite)
- **Wage:** N/A This is a volunteer opportunity.

**Position:** EncoreOC Professionals are highly-skilled volunteers who typically possess an advanced educational and professional background. Experienced applicants of all ages are encouraged to apply and are welcome to send a resume and cover letter.

## **Major Responsibilities and Related Tasks:**

**Administration** – The Encore Professional will create a new filing system that organizes all paper documents critical to AFH’s real estate portfolio, including 53 property profiles, deeds, and controlling documents, vendor agreements, and property management plans. May also be asked to enter data into a spreadsheet.

## **Skills Desired:**

- Microsoft Word & Excel a must
- Business Planning
- Business Management
- Data Management
- Communications
- Asset Management
- Executive Assistant Experience preferred

## **Benefits:**

- Opportunity to make a significant difference in the mission of an Orange County nonprofit
- Free Leadership Development Trainings from OneOC
- Networking opportunities

**Eligibility Requirements:** To be eligible to participate as an EncoreOC Professional, the candidate must meet all eligibility requirements below, including but not limited to:

- Commit to the project-based assignment and position timeline
- Agree to and clear a criminal background check

**How to Apply:**

You may also apply directly to the EncoreOC Professionals by emailing your resume and cover letter indicating your interest and why you would be a good fit for this opportunity to Xitlaly Luna at [xluna@oneoc.org](mailto:xluna@oneoc.org)