



## **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: The Community Roots Foundation** currently operates the Community Seedling Preschool and is looking to develop a formal business plan that will help support and guide the next step for the foundation, to acquire a new location. For more information log onto <http://www.learningcommunities.org/>

**Term of Volunteer Service:** 8-weeks project-based assignment between March through May 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:**

**Business Planning** – The Encore Professional will be tasked with collecting, reviewing and analyzing current strategies to generate a detailed business plan, that will be used in discussions with landlords, lenders and owners of potential new locations for a preschool. The plan needs to be completed in a timely manner as it is needed now.

## **Skills Desired:**

- Microsoft Word & Excel a must
- Business Strategy & Development
- Business & Data Management
- Effective Marketing & Communications
- Commercial Real-estate and or Preschool Experience a plus

## **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)