



Community Events Administrator

Who is First 5 Orange County?

We envision an Orange County in which all children reach their full potential. The groundwork for this vision is set during a child's earliest years. First 5 Orange County partners with many organizations working toward creating and maintaining an early childhood system that families experience as a seamless network of care.

Since our inception 25 years ago, First 5 Orange County has become a leading convener and collaborator, as well as a valued capacity builder and funder of best practices with an emphasis on elevating equity. In these roles, we offer the community deep expertise on the importance of early childhood in human development and the conditions that children and families need to thrive.

Do you have a passion for engaging with local community resources? If so, your passions may align with First 5 Orange County's mission.

The Community Events Administrator is comfortable with and energized by meeting new people, sharing information one on one in a community setting, and learning from parents/caregivers about their and their children's needs through informal conversation.

What are we looking for in this position? Answer the questions below to see if you may be our new team member!

- Are you bilingual in English and Spanish or English and Vietnamese?
- Are you available to work on a regular basis at events that are in communities throughout Orange County at times that are convenient for families, such as late afternoon, evenings and weekends?
- Are you wanting to make connections in local communities?
- Are you passionate about providing information and resources to families with young children?
- Do you have experience setting up for community events?
- Can you organize and manage event supplies?
- Do you have interest in recruiting, training, and coordinating additional event volunteers?
- Do you have knowledge and experience drafting text about events for social media and flyers to announce events and to summarize post-events?

If you answered yes to the questions above, send us your resume!

What are the benefits?

This is a part time temporary position with flexible hours. The rate of pay is \$25 per hour.

But the most rewarding benefit is your ability to contribute to building stronger communities!

Ask questions or submit your resume to first5oc@cfoc.ocgov.com.

Is this job not a right fit for you? Maybe it is for a colleague, friend or neighbor. Please refer anyone that may be a good fit!