



Internship Opportunity

Company:	Solutions for Change
Internship Position:	Event Planning Internship
College Credit:	You can earn college credit for your job or internship. Contact the Cooperative Education department at 760.744.1150 x2355 or jjarvinen@palomar.edu

Organization Background

Solutions for Change is focused on solving family homelessness in San Diego County. With this goal, we have pioneered an innovative and sustainable solution for families in our community – an effort that has led more than *900 families and 2,300 children* out of homelessness since 1999. We have also acquired and developed over 290,000 square feet of real estate into award-winning affordable housing communities for once-homeless families.

Our focus is assisting the *whole individual* and solving the problem. Our programs emphasize personal growth, bring families back together, and help parents learn how to give back to their community as neighbors, employees, and volunteers. In treating causative factors, Solutions also helps to prevent future families from ending up without a home.

Key Responsibilities

- Assisting in the preparation and hosting of our quarterly volunteer appreciation event. Includes promoting the event, designing invitations, creating signage and decorations, securing donations, planning activities, ice breakers, and order of events.
- Assisting in the preparation and hosting of our resident graduation in June. Includes hosting a volunteer orientation session, creating signage and decorations, planning activities and snacks, recruiting and tracking the registration of over fifty volunteers.
- Assisting in the planning and management of the Solutions for Change Kid Zone program. Kid Zone is a volunteer supported childcare offered for resident's children, while they are attending mandatory classes. May include supporting the Volunteer and Community Outreach Team in enforcing volunteer policies and procedures, working with residents and their children, brainstorming new ideas for learning activities.
- Supporting the Volunteer and Community Outreach Team with administrative tasks related to event planning and volunteer management.

We are always open to creative ideas that leverage the skills of



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our interns. This description is not comprehensive, so please let us know if you have additional skills you would like to utilize or hone during your internship.

Qualifications/Minimum Requirements

Student with an interest in event planning and the mission of Solutions for Change.

Additional Information

Desired Hours per Week:	At least 8 hours per week
Compensation:	Unpaid. To be eligible for this internship, students will enroll in a Cooperative Education/Work Experience course to earn academic credit.
Position Start:	Recruitment ongoing
Location:	Vista, CA
Website:	http://solutionsforchange.org/

If you are interested in this internship, please contact:

Jason Jarvinen, Work Experience Coordinator
Palomar College

jjarvinen@palomar.edu, 760.744.1150 x2355