



ORANGE COUNTY BUSINESS COUNCIL

Job Title: Business Relations Intern
Reports To: Chief Operating Officer &
External Affairs Manager
FLSA Status: Non-Exempt

Hourly Rate: Class credit
Timeframe: 10 hrs/wk (minimum)
Up to 20 hrs/wk (max) for school term
Benefits: N/A

Summary

The Business Relations Intern is an entry-level position that provides administrative, communications, program, and research support to executives and other organizational members. This position supports the day-to-day administration of business affairs, including public and investor relations, communications, event management, marketing, and advertising initiatives on behalf of the organization.

Education/Experience:

The Business Relations Intern is a learning role for a recent graduate or someone interested in growing their experience in the business and/or private sector aspect of government affairs, public relations, and communications.

Typical Duties

- Preparing business-related documents such as
 - Meeting or board agendas, meeting reports, presentations, and board minutes
 - Business communications and outreach
 - Participating in and documenting discussions during meetings and conference calls
 - Produce KPI and SWOT reports for special projects to share with OCBC partners.
- Creating Content & Copy
 - Prepare & draft press releases, op-eds, newsletters, scripts, briefing materials, and other written content to effectively communicate key messages in the public domain
 - Conduct in-depth research on policy issues, key stakeholders, and legislative developments to support business initiatives and organizational goals
- Fielding and processing internal information requests
- Provide support for business-related events such as:
 - Asset and event production
 - Event set-up and task execution
 - Post-mortem reporting and event follow-up communications
- Maintaining current work-in-progress records and archives of past project information as appropriate

Skill Set

- Excellent writing and communication skills
- High level of organization
- Detail-oriented
- Strong work ethic
- High competency level in computer and software skills compatible with job responsibilities
- Professional conduct within and outside the office while conducting business relations



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Desktop Computer Skills

- **Spreadsheets** - Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.
- **Graphics** - Working with pictures in graphics programs or other applications, including creating simple graphics, manipulating the appearance, and inserting graphics into other programs.
- **Word Processing** - Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents
- **Databases** - Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.

Technology

- Time management/scheduling software (Microsoft Teams, Asana)
- Client relationship management / CRM software (Constant Contact, GrowthZone)
- Document management software (Adobe Acrobat)
- Graphics or photo imaging software (Adobe Illustrator, Photoshop, Canva, Ideogram, HeyGen, Kling)
- Web browser software
- Microsoft Office Suite software (Outlook, Word, Excel, and PowerPoint)
- Popular social media platforms
 - Facebook
 - Twitter
 - LinkedIn

Environment/Physical Demands:

- Frequently standing/sitting/walking
- Frequently using hands/arms
- Frequently viewing a computer monitor screen