



## Production Assistant JOB ANNOUNCEMENT

TITLE	Production Assistant
FLSA STATUS	Non-Exempt
PAY CLASS	Part-Time
REPORTS TO	OC World Founder / CV Human Resources
LOCATION	Remote

### Who is Charitable Ventures?

Founded in 2007, Charitable Ventures is a 501(c)3 nonprofit organization that provides incubation, social impact consulting, and regional collaboration support to community projects and foundations working towards positive social change.

### Who is OC World Project?

OC World is a leading public affairs television program based in Orange County, California, dedicated to delivering high-quality content that informs, educates, and engages our community on critical issues and events shaping the region. Our program serves as a platform for discussing local government policies, community initiatives, and social issues impacting Orange County residents.

**Do you have a passion for ....** Delivering high-quality content that engages our community on critical issues and events shaping the region.

If so, your passions align with the Charitable Ventures/OC World mission!

### What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Assist with administrative tasks
- Support the production team
- Conduct research
- Guest Coordination
- Social-Media and Outreach
- Technical Support
- Event Planning



**If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.**

### **Job Summary**

We are an Orange County-based Public Affairs TV Program seeking a dynamic, proactive individual to join our team as a Production Assistant. The successful candidate will play a key role in supporting operational and program processes, including production scheduling, general office administration support, and community outreach for event activities. This position offers a unique opportunity to contribute to the creation of impactful content and connect with diverse stakeholders in the community.

### **What are the desired qualifications?**

#### **Education:**

Bachelor's degree in communications, Journalism, Media Studies, or a related field preferred.

#### **Experience:**

Prior experience in television production, public affairs, or related fields.

**Compensation** Commensurate with experience, education, and market (\$20.00 to \$25.00 per hour)

#### **Benefits**

- Part-time employees are granted 40 hours of Paid Sick Time.
- But the most rewarding benefit is your ability to contribute to building stronger communities!

**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! And check back for other postings as you may become a team member through *your* unique skills and experiences!**

### **Company Summary**

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well



as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

**Applications:** Please send cover letter and resume to [HR@charitableventuresoc.org](mailto:HR@charitableventuresoc.org).

*Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff, and partners through our commitment to equity, economic and social justice, diversity, and inclusion, and in ways that uplift our communities' assets and potential.*