



POSITION: Community Food Partner Intern

POSITION SUMMARY:

The Community Food Partner Intern will be integral in capacity building efforts with Agency Partners (typically local food shelves, shelters and community meal programs) in the territory specified. The capacity building activities supported by the Intern during the present term will focus on conducting a needs assessment among relevant Agency Partners; and making recommendations for allocations of targeted resources (e.g., cash or equipment grants). Generally, the goal of capacity building in Agency Partners is to increase their ability to meet the emergency food needs within their community.

DUTIES INCLUDE:

- Develop a framework for a needs assessment with relevant Agency Partners in high need geographies to determine what would enable their program(s) to close the meal gap, and to understand the costs to fulfill those wants and needs.
- Work with Agency Relations Account Specialists to identify high need geographies and the most relevant Agency Partners for this process to generate a sufficient pool for the needs assessment.
- Meet with Agency Partners to conduct the needs assessment.
- Analyze and summarize findings from the needs assessment.
- Make specific recommendations for best use of potential funding for targeted resources.
- Develop brief presentations for both the Agency Relations Team and SHH Leadership on the results of the needs assessment.
- Support the Agency Relations Team on additional capacity building activities for Agency Partners, as needed.

LEARNING OBJECTIVES:

- Define the various types of emergency and non-emergency food programs as well as how they work together in the emergency food system to ensure that hunger needs are addressed.
- Define expectations and standards around food donations and hunger relief, including – but not limited to – food safety, availability (i.e., distributed free of charge), and civil rights.
- Identify Agency Partner needs and challenges with a focus on problem-solving and opportunities to support positive change that will impact families/individuals in need.
- Increase critical thinking skills; specifically, to analyze findings and make recommendations for effective use of targeted resources.

MINIMUM REQUIREMENTS:

- 2 years of post-secondary higher education or equivalent experience
- Some prior experience working or volunteering with a community-based organization preferred
- Knowledge of and interest in non-profit organizations
- Strong verbal and written communication skills

TIME REQUIREMENTS AND SCHEDULE:

- **Total time requirement:** 10-20 hrs/week for 12-14 weeks
- **Project dates:** 2/1/19 approximately - 5/15/19 approximately; possibility for extension
- **Days of the week:** flexible, must include Monday-Friday
- **Time of the day:** flexible, must be available some of the time between 8am and 4:30pm
- **Work site:** remote/from home

HOW TO APPLY: Please submit cover letter and resume to Internships@2harvest.org