



Child Hunger Programs (CHP) Intern

BACKGROUND: Inter-Faith Food Shuttle envisions a hunger free community. We **FEED** our neighbors, **TEACH** self-sufficiency, **GROW** healthy foods, by cultivating innovative approaches to end hunger. We do this by engaging communities facing hunger to understand their unique needs and barriers. Then by building relationships and engaging our neighbors, we create programs and initiatives that meet specific needs, breaking the cycles of poverty and restoring dignity. We have served the seven counties of central NC for over 35 years and are a member of the Feeding America network of 200 food banks across the nation.

SCOPE OF WORK: The Intern will work directly with the Child Hunger Programs staff to accomplish tasks for the Backpack Buddies and School Choice Pantry Programs. The Intern will assist Child Hunger Programs staff with site monitoring at local program participant sites in our seven-county area. Opportunities may vary within the department depending on the intern's interest or focus. The Intern will report to the Child Hunger Programs Manager.

RESPONSIBILITIES:

- To assist with CHP program coordination, implementation, and data entry.
- Communications with program partners per Child Hunger Program Manager's direction.
- Assist with site monitoring at local program participant sites.
 - Schedule and conduct interviews to assess compliance with food safety best practices.
- Administrative work to include filing, documentation tracking, processing Backpack orders.
- Other duties as assigned.

REQUIREMENTS:

- Outgoing personality with excellent interpersonal relations skills.
- **Teamwork:** the ability to work professionally and effectively with staff, volunteers, and participants in a cross-cultural, multi-disciplinary environment
- Solid organizational skills with the ability to manage multiple tasks, set priorities, effectively manage time, and meet deadlines.
- **Communication:** the ability to express oneself clearly in conversations, and interactions with others.
- **Building collaborative relationships:** the ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
- Proficient in Microsoft Office Suite.
- Knowledge in Adobe and Qualtrics
- Ability to complete LMS Food Safety Course

TIME COMMITMENT

Up to 3 days per week and 10 hours per week - negotiable



COMPENSATION:

This is an unpaid/volunteer internship.

TO APPLY: Submit an application, resume and cover letter to Susan Meador, Volunteer Services Director, susan@foodshuttle.org and use the subject line: Child Hunger Programs Internship