



## Food Drive Intern

**BACKGROUND:** Inter-Faith Food Shuttle is a food bank, and a member of the Feeding America network. The Food Shuttle recovers and distributes over 12 million pounds of food per year. We FEED our neighbors, TEACH self-sufficiency, and GROW healthy foods by cultivating innovative approaches to end hunger.

### SCOPE OF WORK:

This internship offers an opportunity to devise a marketing plan that includes social media platforms, cold calls, and engagement for corporations and other groups centered around traditional Food Drives. The goal being to increase Food Drive interest and participation. The intern will report to the Director of Food Sourcing & Operational Support.

### RESPONSIBILITIES:

- Thoroughly understand the Inter-Faith Food Shuttle, its mission, policies, culture, values, history, key stakeholders, and programs.
- Strengthen relationships with existing food donors.
- Respond to emails and calls from individuals and groups inquiring about food drives.
- Coordinate delivery or pick-ups of food drive boxes as well as food, as appropriate.
- Assist the Director of Food Sourcing & Operational Support as needed.

### REQUIREMENTS:

- Able to work independently yet contribute to team.
- Creative and free-thinking
- Able to solve problems on the fly.
- Proficiency in Microsoft Office
- Excellent communication skills (verbal, public speaking, and written)
- Proficiency in social media platforms, including Facebook, Instagram & Twitter
- Availability for 10-15 hours/week; some afterhours and weekend work required.

### WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Remote
- Able to lift 25lbs.
- Standing and walking for long time frames
- Minimum age 18

\*This is an unpaid internship.

To Apply: Submit a resume and cover letter to Susan Meador, Volunteer Services Director, [susan@foodshuttle.org](mailto:susan@foodshuttle.org); subject line, Food Drive Internship