

The Food Bank of North Alabama

2018 Fall Unpaid Internship: Now Accepting Applications

Dates: August or September through December

Reports to: SNAP Outreach Coordinator and Agency/Community Relations Manager

Status: Part-time 8-16 hours/week (flexible)

The Food Bank of North Alabama is a Huntsville-based non-profit organization that feeds the hungry today and works to create solutions to prevent hunger tomorrow. We do this through partnering with approximately 250 agencies in 11 North Alabama counties. Collectively, these partners feed over 80,000 neighbors in need each year. For additional information, see our website at www.foodbanknorthal.org.

Position Summary:

Are you passionate about alleviating hunger and poverty in your community? Are you interested in healthy food access, community building and helping families at risk of hunger? The Food Bank of North Alabama wants your help! We are looking for an enthusiastic intern to assist in increasing participation in the SNAP program, formerly known as food stamps. SNAP benefits (Supplemental Nutrition Assistance Program) serve the community by significantly reducing hunger and poverty while boosting local economic activity. The ideal intern is a college student who is interested in exploring the career fields of non-profit management and social services (all majors accepted). This internship is unpaid but affords opportunities for a wide variety of exposure to the various aspects of Food Bank operations, including the SNAP Outreach Program. It will also provide an opportunity to network with many community partners through outreach events, volunteer days and assisting agencies in the warehouse.

Key Tasks and Responsibilities; including but not limited to:

- Act as a knowledgeable resource of the SNAP program
- Perform direct outreach to food insecure communities, sharing information about SNAP
- Educate applicants about the program and the application process
- Assist applicants, in person and over the phone, with the application and ensure its completion
- Submit applications and event information to an online tracking database
- Lead volunteer trainings. Work with volunteer groups on food inspection and sorting.
- Attend one of the Food Bank's agency orientations.
- Assist staff with various administrative projects, such as assisting with donor relations.
- Accompany Agency Relations or Summer Feeding teams on site visits to partner agencies.

Qualifications:

- A passion for hunger alleviation and contributing to a healthy, hunger free community
- Proficiency in MS Office (Excel and Word)
- Good judgment when handling sensitive and/or confidential material
- Time management skills
- Valid Driver's License and Car Insurance



Personal Qualities:

- Positive and energetic
- Person who enjoys helping others
- Friendly, courteous customer service skills
- Exhibits a professional demeanor and respect of others' opinions and participation
- Flexible and adaptable to change
- Ability to work independently and collaboratively

How to Apply:

Interested? Send resume and cover letter or questions to Carol Sporleder at snap@fbofna.org. In your cover letter, please:

- Tell us what you can bring to the Food Bank team that would help us with our mission of ending hunger in North Alabama
- Tell us about your availability, both in terms of the times you could intern during the week and when you could begin

Applicants are encouraged to apply early, as applications will be reviewed upon submission. U.S. citizens and those with permanent residence are eligible. We anticipate the internship will begin in August or September and end in December. We are willing to work with your educational institution to help you achieve educational goals that will make this as beneficial as possible for both you and the Food Bank. This internship is unpaid.

The Food Bank of North Alabama is an equal opportunity provider and employer.

