



JOB TITLE: Child Hunger Outreach Intern
DEPARTMENT: Field Services
REPORTS TO: SFSP Child Hunger Specialist

In your application email, please indicate your answer to the following question:

There are several open internship positions within our Field Services (Programs)Department – including SNAP Outreach, Child Hunger Outreach, and Nutrition Program Advocate. Please apply to your first choice of position. If we feel your skill set is best suited to another position, would you like be considered for other opportunities? (Note: this will not affect your consideration for this position).

POSITION SUMMARY:

Each summer, Second Harvest Heartland conducts outreach, awareness, and advocacy, both independently and in collaboration with local program partners, to promote the growth of the Summer Food Service Program (SFSP) in Minnesota. SFSP is a federal food program that provides free meals to youth 18 and under at designated meal sites during the summer months.

The Child Hunger Outreach Intern is responsible for assisting with efforts to grow participation and awareness of SFSP throughout our service area in Minnesota. The SFSP Outreach Intern will contribute to SFSP growth through various channels, chosen based on program need and intern skills and interest. Work can include building and maintaining relationships with new and existing community partners, conducting meal site visits to assess current and potential outreach opportunities and methods, and/or working with community partners to support their SFSP-related initiatives.

To manage outreach strategy, the SFSP Outreach Intern will develop and implement a community outreach plan to increase awareness of SFSP in their target area(s). The SFSP Outreach Intern will be accountable for documenting outreach efforts and collecting data at SFSP meal sites (where applicable). The SFSP Outreach Intern will work to cultivate a culture of excellent client and partner service, assisting with promotion of the Summer Food Service Program and supporting the mission of Second Harvest Heartland.

DUTIES:

- Become a knowledgeable advocate for the Summer Food Service Program and relevant Minnesota Department of Education/USDA SFSP processes and procedures.
- Participate in relevant SFSP sponsor and site organizing efforts, meetings, and conversations.
- Collaborate with a small team of interns to develop and implement a community outreach plan to increase awareness of SFSP in target communities, primarily throughout Minneapolis, St. Paul, and surrounding suburbs.
- As assigned, conduct SFSP site visits to support outreach and operations, and record program feedback.
- Implement and assist with tactics to increase SFSP participation that may include phone campaigns, flyers, poster distribution, in-person outreach and engagement, and other strategies deemed appropriate to increase the number of SFSP participants; provide critical feedback of outreach efficacy to inform future efforts.
- Distribute SFSP informational materials to partner organizations.
- Participate in SFSP site training and staff an SFSP meal site (as applicable).
- Act as a positive and professional representative of SHH and SFSP in the community.
- Collect data for a final narrative and report which will include:
 - Data reports and summaries of SFSP participation
 - Promotion outcomes and contacts
 - Suggestions for future outreach
- Perform other duties as assigned by supervisor.



MINIMUM REQUIREMENTS:

- Minimum 18 years of age
- Experience with customer service
- Preferred experience in community health, social services, nutrition, communications, marketing, or a related field
- Ability to be a self-starter and self-directed in work
- Strong verbal and written communication skills
- Demonstrated experience with culturally diverse communities
- Flexible and reliable
- Access to dependable transportation
- Able to work outdoors in a variety of weather conditions
- Able to be physically active (standing/walking outdoors) for extended periods up to 4 hours

TIME REQUIREMENTS AND SCHEDULE:

This internship is project based, so the schedule is flexible with largely self-set hours

- **Total time requirement:** 10-15 hours/week, mid-May through mid-August
- **Project completion date:** mid-August (date TBD)
- **Days of the week:** Monday-Friday, flexible; occasional evenings and weekends
- **Time of the day:** part time, schedule is variable
- **Work site:** SHH Headquarters in Maplewood, various metro area locations

ORGANIZATION CONTACT:

- SFSP Child Hunger Specialist

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