



**POSITION:** Produce Partner Network Coordinator (Intern)  
**SUPERVISED BY:** Lisa Boyd, Agency Relations Account Specialist (ARAS)

**POSITION SUMMARY:** The Produce Partner Network Coordinator will provide significant support to several departments within Second Harvest Heartland (SHH) and to SHH Agency Partners who have seasonal produce distribution programs. SHH provides Agency Partners with significant fresh produce donated by Minnesota growers between July and October; and provides additional technical support to promote the distribution of this produce to clients. Data and feedback collected throughout this project will allow us to measure its effectiveness in terms of 1) providing additional meals to high-need families/individuals in underserved areas; and 2) connecting multiple departments within SHH.

**DUTIES:**

- Communication with and support of SHH Agency Partners
  - Visit up to 20% or more of approximately 40-45 seasonal produce distribution sites at the time of distribution at least once during the season
  - Solicit open feedback during and after distributions and pass information on to Agency Relations for follow up
  - Take pictures at distributions
  - Write up short story or blurb about attended distributions
  - Develop outreach toolkit – e.g., templates for posters, social media posts, flyers, etc.; ready for agencies to insert logo, location and times
- Data collection & evaluation
  - Develop & administer pre-season surveys of Agency Partners
  - Review statistics from each program site for analysis and start compiling for an end-of-season report
- Support to internal SHH departments (Agency Relations, Transportation, Produce Strategy, Volunteer Services, Development, Communications) – as assigned

**EXTENDED SESSION ADDITIONAL DUTIES:**

- Communication with and support of SHH Agency Partners
  - Develop & administer post-season surveys of Agency Partners
- Data collection & evaluation
  - Track monthly statistics from each distribution at each site using designated application
  - Collect and analyze responses to post-season surveys of Agency Partners
  - Create summary of available data at end of season

**LEARNING OBJECTIVES:**

- Develop an understanding of the hunger relief sector and how it currently operates
- Identify changing trends within the sector and collaborate on methods for meeting the new challenges
- Increase skills in building professional relationships in order to work collaboratively on shared goals
- Develop and/or improve communication skills
- Develop and/or improve data collection and analytical skills

**MINIMUM REQUIREMENTS:**

- 2 years of post-secondary higher education or equivalent experience
- Knowledge of and interest in non-profit organizations
- Some prior experience working or volunteering with a community-based organization preferred
- Experience in hunger relief and/or social services a plus
- Experience in conducting research or data collection a plus
- Strong verbal and written communication skills



- Familiarity with MS Office and related applications

**TIME REQUIREMENTS AND SCHEDULE:**

**Option A:** Approximately late May-August

**Option B:** Approximately late May-December

- **Total time requirement:** 10-15 hrs/week, on average
- **Days of the week:** flexible, must include Tuesday-Saturday; some Saturdays required
- **Time of the day:** flexible, must be available some of the time between 8am-4:30pm
- **Work site:** remote/from home office, plus field work in Twin Cities Metro

**ORGANIZATION CONTACTS:**

**Primary**

- Agency Relations Account Specialists
- Agency Partner contacts involved in seasonal produce distributions

**Additional**

- Agency Relations Team (Director of Agency Relations, Agency Relations Manager, Agency Service Representatives)
- Volunteer Services
- Transportation
- Produce Strategy Team
- Development

**HOW TO APPLY:** Please submit cover letter and resume to [Internships@2harvest.org](mailto:Internships@2harvest.org)