



POSITION: SNAP Outreach Intern (stipend and gas mileage reimbursement)
SUPERVISED BY: Kelcie Litchfield, SNAP Community Engagement Coordinator

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

There are several open internship positions within our Field Services Department – including SNAP Outreach, Summer Meals, and Senior Hunger. 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.)

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

POSITION SUMMARY:

The Supplemental Nutrition Assistance Program (SNAP) allows income-qualifying families to receive assistance in buying groceries each month, ensuring that individuals don't have to choose between paying rent and putting food on the table. Unfortunately, in Minnesota only 65% of eligible households receive these benefits, and many of those missing out are children and seniors.

The SNAP Outreach Intern will work in the community through contact with Second Harvest Heartland's partners, including food shelves, health clinics and social services organizations. Interns will interact directly with clients, prescreening interested individuals and families for food and health programs and referring them to application assistance. The SNAP Outreach Intern will gain experience relevant to community organizing and outreach, nutrition education and social services.

DUTIES:

- Become an advocate for the Supplemental Nutrition Assistance Program (SNAP) and knowledgeable about relevant qualifications
- Conduct outreach at partner organizations, which will include:
 - Speaking with clients about SNAP and other relevant assistance programs at the county Human Services level.
 - Prescreening interested clients for public assistance programs referring them to application assistance by Second Harvest Heartland's SNAP Outreach
 - Providing materials and information to individuals in an effort to increase their knowledge and future utilization of SNAP and other resources in their community
- Assist with client follow-up and make calls to ensure clients' applications and interviews are complete
- Provide feedback to Second Harvest Heartland as to the needs of the community
- Be a representative of Second Harvest Heartland in the community
- Engage in opportunities for professional development, such as resume writing and interview skills workshops
- Complete other responsibilities as assigned by supervisor

EXTENDED SESSION ADDITIONAL DUTIES:

- Provide comprehensive SNAP application assistance to seniors
- Provide training and mentoring for past semester interns
- Assist with pilot projects with health care agencies and schools

MINIMUM REQUIREMENTS:

- A minimum of one year in pursuit of a bachelor's degree (any field), or experience in a related field (social services, education, marketing, nutrition, public health, sociology, etc.)



- Experience with and sensitivity towards culturally and financially diverse communities
- Experience with customer service
- Skilled in interpersonal communication
- Outstanding time-management and organizational skills
- Ability to work independently and self-motivate
- Access to a reliable form of transportation
- A moderate level of comfort using modern technology, including computers and tablets

ADDITIONAL QUALIFICATIONS

- Applicants who are bilingual in Spanish, Hmong, Somali, Karen, or Russian are strongly encouraged to apply

TIME REQUIREMENTS AND SCHEDULE:

- **Total time requirement:** May-August (flexible). 12-15 hours per week.
- **Days of the week:** Flexible.
- **Time of the day:** Flexible.

PROFESSIONAL DEVELOPMENT OBJECTIVES:

- Making concrete, positive changes in the food security of households in Minnesota
- Become a knowledgeable advocate for SNAP and other social assistance programs such as Medicare, MN Care, WIC, Energy Assistance and CSFP
- Increase personal comfort and confidence with direct service to diverse and low-income populations
- Learn to work independently while serving an integral role within a broader team
- Gain exposure to the inner workings of a successful non-profit, and work closely with a number of non-profits and community organizations to develop a range of outreach skills and gain exposure to a variety of program models
- Receive guidance and feedback in resume and cover letter writing, networking and interview skills and partake in other professional development opportunities such as grant writing.
- Gain exposure with working for federally funded programs and increase understanding of state and federal policies.

ORGANIZATION CONTACTS:

- **Jess Johnson, Intern Program Coordinator;** internships@2harvest.org
- **Kelcie Litchfield (SNAP Community Engagement Coordinator), Supervisor**