



POSITION: CSFP and Food + You Outreach Intern (stipend and gas mileage reimbursement)

SUPERVISED BY: Roshandra Brown

POSITION SUMMARY:

The Nutrition Assistance Program for Seniors (NAPS) is a program through the USDA that provides a monthly food box to income-eligible seniors. This program is underutilized in the state of MN, and Second Harvest Heartland (SHH) is working to expand the program in order to serve more seniors in need of food assistance. The purpose of this internship is to develop an outreach program that partners with Food + You schools to implement NAPS referrals and application assistance during their direct food distributions.

DUTIES:

- Working with the CSFP team, nurture and build relationships with Food + You schools by spending time in the schools and surrounding school community. Assume the role of an ambassador for Second Harvest Heartland, CSFP, and the F+Y program through direct contact with school partners and community organizations.
- Learn from and collaborate with SHH staff from a variety of departments who have experience working with Food + You schools.
- Identify key stakeholders at the schools, and reach out to share information about senior food insecurity in the area as well as ways they can partner with NAPS referrals.
- Document all research done and processes used for the purpose of future program replication.
- Assist with other outreach opportunities if/when needed.
- Present project and outcomes to SHH colleagues at end of internship.
- Accurately maintain, enter and process CSFP client information
- Become knowledgeable in the basics of MN SNAP so as to refer participants as appropriate
- Provide CSFP clients with additional food resources by explicitly prescreening for SNAP eligibility, record and refer likely eligible clients to SNAP Outreach Team

LEARNING OBJECTIVES:

- Become a knowledgeable ambassador for the NAPS program and Second Harvest Heartland.
- Research, discover and document effective ways to engage school systems in referring clients to food assistance programs.
- Use project management skills to create a task list, timeline and deliver as planned.
- Develop presentation skills to report project accomplishments to a manager or a group.

MINIMUM REQUIREMENTS:

- College degree or current student with minimum of two years of full-time equivalent college— social services, communication, marketing, nutrition, public health, sociology, etc. would be helpful.



- Fluent in written and verbal English – bilingual abilities highly desirable (Spanish/Hmong/Russian/Karen).
- Experience managing a multi-week project with several components.
- Good people skills—approachable, responsible, able to think big-picture and tactically, and communicate in writing and speaking.
- Outstanding time-management and organizational skills
- Ability to work independently and self-motivate
- Access to a reliable form of transportation
- Basic technology literacy: able to search the internet, server folders, and use Microsoft Office

TIME REQUIREMENTS AND SCHEUDLE:

- **Total time requirement:** 15 hours/ week, September 2017 – January 2017
- **Days of the week:** Dependent upon food distribution times.
- **Time of the day:** Must be willing to work days or evenings as needed.
- **Work site:** SHH Maplewood, visits to Food + You schools, some work from home is acceptable.

ORGANIZATION CONTACTS:

- **Jess Swanson, Intern Program Coordinator;** Internships@2harvest.org ;
651.282.0901
- **Roshandra Brown, Supervisor**

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