POSITION: **Community Food Program Development Intern** at The Camden Promise
SUPERVISED BY: Pastor of Gethsemane Lutheran Church
TERRITORY: Minneapolis, MN

POSITION SUMMARY:
The Community Food Program Development Intern will be integral in capacity building efforts with a specific emergency food program partner agency – Gethsemane Lutheran Church in Minneapolis. Capacity building activities supported by the Intern will focus on 1) development of processes and systems to ensure compliance with Feeding America, USDA and SHH partnership expectations; 2) assistance with training and management of volunteers around food safety, civil rights and customer service; and 3) research and coordination of additional resources and services for the community that reduce food insecurity (e.g., SNAP outreach). The goal of capacity building in partner agencies is to increase their ability to meet the emergency food needs within their community.

The Camden Promise is a program of Gethsemane Lutheran Church in North Minneapolis that addresses food scarcity and develops community assets and volunteerism.

DUTIES MAY INCLUDE:

Compliance:
- Review Feeding America and Second Harvest Heartland partnership expectations, especially related to biannual compliance reviews.
- Determine which expectations have been consistently most challenging and make recommendations.
- Create a tracking or filing system for key records that document partnership expectations (e.g., temperature logs).
- Create new forms that make tracking and record-keeping easier for volunteers.
- Recommend and outline training topics for volunteers based on key expectations which need improvement.

Volunteer Management:
- Create master list of all training topics which must be covered with volunteers (e.g., food safety, civil rights, food rescue, etc.).
- Outline a calendar, schedule and/or checklist for all training topics.
- Assist with development of a "culture of training" through use of volunteer management tools such as checklists, toolkits, recognition events, etc. and by generating enthusiasm for participatory trainings that are easily understood by people from diverse backgrounds.

Additional Services:
- Connect with SHH SNAP Outreach Team to research options for increasing SNAP outreach activities provided by partner agency (e.g., direct referrals back to SHH, training in Bridge to Benefits, etc.)
- Research and recommend methods for referring community members to other locations and services in the area (e.g., Loaves & Fishes flyers, useful social media sites, websites, etc.)

LEARNING OBJECTIVES:
- Define expectations and standards around food donations and hunger relief, including – but not limited to – food safety, availability (i.e., distributed free of charge), and civil rights.
- Identify Partner Agency needs and challenges with a focus on problem-solving and opportunities to influence positive change that will support community volunteers and impact families/individuals in need.
- Create tailored solutions to specific challenges through research, conversations and deep listening.
- Learn key aspects of organizational management and administration in order to support Partner Agency leadership.
- Develop and/or improve volunteer coordination skills.

- Develop and/or improve cross-cultural communication skills.

MINIMUM REQUIREMENTS:

- 2 years of post-secondary higher education or equivalent experience
- Some experience or course work in business administration, management, quality assurance, training of trainers, volunteer coordination or a related field
- Knowledge of and interest in non-profit organizations
- Strong verbal and written communication skills

ADDITIONAL QUALIFICATIONS:

- Some prior experience working or volunteering with a community-based organization preferred
- Applicants who are bilingual or fluent in Spanish or Hmong are strongly encouraged to apply

TIME REQUIREMENTS AND SCHEDULE:

- **Total time requirement:** 10-20 hrs/week for approximately 12 weeks
- **Project Start date:** 2/15/18 approximately
- **Project completion date:** 5/15/18 approximately; possibility for extension
- **Days of the week:** flexible, must include some days between Monday-Friday and occasional weekend hours will be necessary
- **Time of the day:** flexible, must be available some of the time between 8am and 4:30pm
- **Work site:** Gethsemane Lutheran Church, Minneapolis, MN; may work from home as needed

ORGANIZATION CONTACTS:

- Pastor of Gethsemane Lutheran Church
- Agency Relations Account Specialist
- Volunteer Service Coordinator
- SNAP Family Resource Coordinator
- Other SHH and Partner Agency contacts – TBD

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