



POSITION: SNAP Outreach Intern (stipend and gas mileage reimbursement)

SUPERVISED BY: Kurt Hager

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 the majority of those missing out are children and seniors.

The SNAP Family Resource 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 Family Resource 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
- Call and screen patient referrals from Hennepin County Medical Center for food support and SNAP application assistance
- 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
- Complete other responsibilities as assigned by supervisor

EXTENDED SESSION ADDITIONAL DUTIES:

- Provide comprehensive SNAP application assistance to seniors
- Provide training and mentoring for summer semester interns (starting in September)
- Assist with pilot projects with health care agencies and schools

MINIMUM REQUIREMENTS:

- A minimum of one year in pursuit of a bachelor's degree 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
- High level of confidence 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

TIME REQUIREMENTS AND SCHEDULE:

- **Total time requirement:**

Option A: September - December /12-15 hours per week

Option B (Extended Session): September - May / 12-15 hours per week

- **Days of the week:** Flexible.
- **Time of the day:** Flexible.
- **Work site:** Various partner sites in the Twin Cities, Second Harvest Heartland in Saint Paul, MN.

ORGANIZATION CONTACTS:

- Jess Swanson, Intern Program Coordinator; Internships@2harvest.org ; 651.282.0901
- Kurt Hager, Supervisor

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