



**POSITION:** SNAP Outreach Intern

**LOCATION:** Varies; Maplewood, Brooklyn Park.

**SUPERVISED BY:** Kelcie Litchfield, SNAP Community Engagement Coordinator

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**JOB DESCRIPTION:**

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. Second Harvest Heartland is a food bank that operates within 59 counties in central Minnesota, with offices located in Brooklyn Park and Maplewood. The SNAP Outreach Department at the food bank employs 10 full-time staff members, and the SNAP Outreach Intern supports the department in a variety of meaningful ways.

Interns will interact directly with clients either out in the community at sites like food shelves or produce distributions, or over the phone from Second Harvest Heartland's office. In addition to prescreening referred patients for food programs and connecting them to application assistance, the intern will also be given the opportunity to work on projects relevant to their skillset and interests. The SNAP Outreach intern will receive direct supervision under the SNAP Community Engagement Coordinator, and is expected to participate in team meetings, professional development opportunities, and engage regularly with other interns and staff. At the end of the term, SNAP Outreach interns will have gained valuable experience in community outreach and organizing, practice in public speaking and interpersonal communication, as well as a knowledge of federal nutrition programs.

**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
- 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

**MINIMUM REQUIREMENTS:**

- Some college education, or in pursuit of experience in a related field (social services, education, marketing, nutrition, public health, sociology, etc.)
- Willingness to engage with 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:** Fall term: 6 months. 12-15 hours per week.
- **Days of the week:** Flexible.
- **Time of the day:** Flexible.
- **Work site:** Various partner sites in the Twin Cities, and must be able to travel to Second Harvest Heartland in Maplewood or Brooklyn Park at least once a week.

#### **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 NAPS, WIC, Medical Assistance, etc.
- 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.
- 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](mailto:internships@2harvest.org)
- **Kelcie Litchfield (SNAP Community Engagement Coordinator), Supervisor**

#### **HOW TO APPLY:**

To apply, please submit cover letter, resume, and 2 references to Jess Johnson, Intern Program Coordinator, [internships@2harvest.org](mailto:internships@2harvest.org).