

Food for People – The Food Bank for Humboldt County

Local Food Resources Intern – Job Description (Gleaning & Locally Delicious)

Definition: As a part of the Food for People team, the Local Food Resources Intern plays an essential role in fighting hunger in Humboldt County. The Local Food Resources works primarily within the Gleaning program and Locally Delicious project as well as some Food Drive support. Duties include outreach efforts, farm visits and harvests, collection of local food donations, and donor recognition. This internship is for summer 2019, for 10 hours per week, and a \$500.00 stipend is awarded at the successful completion of the internship.

Supervisor: Local Food Resources Coordinator

Job Duties and Responsibilities Related to This Position:

- Assist with public outreach for Gleaning, Locally Delicious and Food Drive programs. Help draft press releases, public service announcements, flyers and more. Table at events to provide information about these programs
- Assist with the Locally Delicious program, including documentation, farmer profiles and supporting social media outreach
- Assist with coordination and outreach for *Plant a Row for the Hungry* campaign, including social media support and occasional small event planning
- Harvest or pick up donations from local farms, gardens and farmers' markets to bring back to Food for People warehouse
- Facilitate smaller harvests independently as needed, including some donor and volunteer coordination
- Transport produce to Food for People using safe food handling practices
- Assist in accurate tracking, weighing and recording of food donations and purchases
- Sort donations of food items in accordance with Food for People protocol
- Provide office support for Gleaning, Locally Delicious and Food Drive programs, including donor acknowledgement and writing articles
- Assist with research and implementation of new Gleaning and Food Drive opportunities
- Some evening/weekend events

General Duties and Responsibilities:

As an important part of the Food for People team, interns are expected to:

- Demonstrate and encourage a professional and positive attitude in all job related activities
- Complete all tasks in compliance with Food for People policies
- Complete tasks as assigned by the supervisor, that are consistent with the definition and intent of the job description, in a safe and timely manner

- Treat all staff, volunteers, donors, food recipients and program partners with respect.

Minimum Qualifications:

- Creativity and desire to learn
- Reliable attendance and ability to follow through
- Strong attention to detail and ability to work independently
- Written and verbal communication skills
- Ability to bend and lift up to 50 lbs repetitively
- Willingness to work outdoors and in diverse settings throughout the county, sometimes in adverse weather
- Means of transportation preferred
- Gardening or farming interest required; experience desired but not necessary
- Rain gear and other gardening equipment helpful but not necessary

Application Process:

To apply for this internship, please email the following materials to our Direct Services Manager at volunteer@foodforpeople.org:

- A cover letter that tells us about you and the interests and experience that make you a great fit, and
- A resume