



Intern Position: Agency Services Intern

Location: Central Pennsylvania Food Bank - Harrisburg, PA

Reporting Relationship: Agency and Outreach Services Manager

FLSA Status: Non-paid Internship

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Approved By: Lisa Kreider

Approved Date: January 2020

Position Summary: The Agency Services Intern will work under the guidance and direction of the Agency Services team to become familiar with the operations of the Central Pennsylvania Food Bank (CPFB) and to assist in providing liaison services for member agencies.

Learning Objective and Goal:

- Become familiar with the Central Pennsylvania Food Bank's mission to fight hunger, improve lives, and strengthen communities across our 27-county service territory.
- Learn about the charitable food network and how working with more than 1,000 local agencies and programs, we serve more than 135,000 people in need each month through our two Healthy Food Hubs, located in Harrisburg and Williamsport.

Functions and Responsibilities:

- Become familiar and interact with food distribution programs including emergency and supplemental food programs.
- Connect with special programs including Backpack, Kids Cafe®, School Pantries, Summer Meals, Senior Programs, Fresh Express, MilitaryShare, SNAP, and Health Innovations.
- Complete projects assigned by program managers.
- Provide emergency food assistance to clients who call and/or walk into the Central Pennsylvania Food Bank by providing information on partner agencies.
- Assist with analysis of charitable food systems by county within our 27-service county territory.
- Promote healthy pantry initiative programs to partner agencies and assist partner agencies in setting the program up.
- Compliment current nutrition education programming, such as recipe creations, nutrition nugget videos, Date with a Chef, preparation of tastings.

Other Duties:

- This intern description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the internship. Duties, responsibilities, and activities may change at any time with or without notice.

Education:

Internship is open to current freshmen through seniors, working toward a Bachelor's degree in nutrition, human services, marketing/communications or public relations with a minimum overall GPA of 3.0.

Knowledge, Skills and Abilities:

- Strong organizational and communication skills with keen attention to detail.
- Knowledge of MS Office applications, especially Word, Excel, PowerPoint.
- Must have reliable transportation.