



**Intern Position:** Community Engagement and Advocacy Intern

**Location:** Central Pennsylvania Food Bank - Harrisburg, PA

**Reporting Relationship:** Director of Community Engagement and Advocacy

**FLSA Status:** Non-paid Internship

**Prepared By:** Christina Shaw

**Approved By:** Lisa Kreider

**Approved Date:** January 2020

**Position Summary:** The Community Engagement and Advocacy Intern will work under the guidance and direction of the Community Engagement and Advocacy team to become familiar with the operations of the Central Pennsylvania Food Bank (CPFB) and to assist in advancing advocacy and communications strategic plans.

**Learning Objectives and Goals:**

- Researching public policy issues that affect food security and poverty.
- Creating and coordinating grassroots advocacy communications.
- Assisting with other legislative and administrative advocacy activities.

**Functions and Responsibilities:**

- Researching and writing articles or handouts about anti-hunger policies.
- Attending site visits to help identify and organize opportunities for local grassroots advocates to engage and interact with government officials.
- Assist with monitoring positions and voting records around hunger and poverty by public policy decision-makers in key roles.
- Assist with preparing for advocacy activities for federal, state, and local governments such as legislative visits, hearings, or roundtable discussions.

**Other Duties:**

The Community Engagement and Advocacy internship is project oriented. 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 communications, public relations, or political science 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.
- Must have reliable transportation.