



## Hunger Action Team (HAT) Intern Description

450 Woodland Ave, Bloomfield, CT 06002-1342  
Phone (860) 286-9999 / Fax (860) 286-7860

### Reports To: Community Network Builders

**Position Summary:** The **HAT Intern** works with the Community Network Builders to assist with the development and operation of Hunger Action Teams throughout Hartford and Tolland Counties. The HAT Intern's interest and talents should compliment several, but not necessarily all of the following areas. Attend Hunger Action Team meetings, (there are 13 Teams across Hartford and Tolland counties); help prepare for HAT meetings (agenda, reminders, etc.); take notes and prepare written minutes of the meetings using a standard meeting template; research, analyze and organize various data sources/worksheets that support the HAT programs and grant metrics; and develop collection procedures for outcome measures for Summer Meals and School Breakfast programs.

### Essential Duties and Accountabilities:

Supporting the work of the Community Network Builders by:

- Attending Hunger Action Team meetings
- Assisting with the preparation for Hunger Action Team meetings
- Taking notes and organizing the notes for entry into the HAT Meeting Minutes Template
- Researching data sources and updating worksheets that support HAT programs
- Develop collection procedures of outcome measures for Summer Meals and School Breakfast programs

### Other Duties:

Take on additional responsibilities as assigned by the Community Involvement Manager.

## DESIRED QUALIFICATIONS

### Knowledge

**Education/Experience:** Bachelor's degree in progress or comparable experience. Desire to work in the community at the grassroots level to address food insecurity issues that support Foodshare's mission. Understand Foodshare's Bridging the Gap campaign to increase the food supply, decrease the need for food assistance, and involve the entire community.

**Availability:** Minimum of 10 hours per week, with flexibility. There is an expectation that the duration of the internship last at least 3 months, with preference being 6 months.

To apply, please submit a resume and cover letter to:

Sarah Santora, Community Involvement Manager  
Foodshare, 450 Woodland Avenue  
Bloomfield, CT 06002  
[ssantora@foodshare.org](mailto:ssantora@foodshare.org)



www.foodshare.org



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## Video Production Intern Description

### Reports To: Communications Specialist

**Position Summary:** The Video Production intern will have the opportunity to gain valuable technical experience in Non-profit Communications, including integration of social media marketing campaigns, creation of content for donor/volunteer solicitation, and much more. At the same time, s/he will learn about the day to day operations of a community-based, non-profit, social service agency. This internship might be particularly relevant for students in the fields of journalism, communications, video production, marketing, and human service, although all students with the requisite skills and an interest in Foodshare's work to solve hunger are welcome to apply.

### Essential Duties and Accountabilities:

As a primary focus, the Video Production intern will be working on one or more video projects from beginning to end – brainstorming/research, planning & pre-production, gathering of footage, editing and finalizing.

### Other Duties:

Take on additional responsibilities as assigned by the Communications Team.

## DESIRED QUALIFICATIONS

### Knowledge

- Thorough knowledge of the video production process and equipment;
- Familiarity with Adobe Premiere editing software (or other software if provided by the intern);
- **Self-starter** to handle multiple tasks & meet deadlines; excellent organizational and communication skills;
- Transportation and a willingness to travel locally (mileage reimbursement is available);
- Ability, and comfort, in working with people from a variety of backgrounds;
- Experience and/or education in the communications or video production field preferred;
- Commitment to Foodshare's mission of ending hunger.

**Availability:** *This unpaid internship will provide up to 35 hours per week in a timeframe as agreed upon by both parties. Foodshare's working hours are: Monday through Friday, 8:00a.m - 4:30p.m. (Occasional weekend and evening work may be required.)*

**To apply, please submit a resume and cover letter to:**

Amanda Renna, Communications Specialist  
Foodshare, 450 Woodland Avenue  
Bloomfield, CT 06002  
[arena@foodshare.org](mailto:arena@foodshare.org)

## SNAP Outreach Intern Description

### Reports To: SNAP Coordinator

**Position Summary:** The **SNAP Intern** will work with the SNAP Coordinator to assist with the development and support of Foodshare's outreach sites throughout Hartford and Tolland Counties. The candidate should possess skills and knowledge in Microsoft Office products such as: Excel, Word, Outlook, and PowerPoint. This position requires confidential document handling procedures, and professional correspondence to answer client, agency, and volunteer questions. Intern will be involved in active cultivation of outreach sites, and dealing with government guidelines, and Dept. of Social Services personnel. Previous knowledge of SNAP program and guidelines is a plus. Intern will help to maintain tracking of grant metrics, outreach equipment assigned to volunteers, as well as scheduling of volunteers, and agency visits to extend our program across both counties. Intern will become knowledgeable on Foodshare's Bridging the Gap campaign to increase the food supply, decrease the need for food assistance, and involve the entire community.

### Essential Duties and Accountabilities:

- Assist in training of new volunteers
- Track productivity and demographics for grant and internal goals
- Communicate with potential site agencies and organizations
- Become familiar with other Foodshare programs that complement SNAP Outreach objectives
- Analyze SNAP participation data to assist in determination of future outreach sites
- Maintain knowledge of SNAP program parameters and federal decisions affecting the program
- Some local travel involved
- Must pass background check

### Other Duties:

Additional responsibilities as assigned by the Community Involvement Manager or SNAP Coordinator.

## DESIRED QUALIFICATIONS

### Knowledge

**Education/Experience:** Bachelor's degree in progress, or comparable experience in Human Services or Social Work. Desire to work in the non-profit community to assist people in need of food in support of Foodshare's mission. Raiser's Edge database knowledge is a plus.

**Availability:** Ideally 15-20 hours per week, with time of day flexibility. There is an expectation that the duration of this internship will last at least 6 months, preferably one year.

### To apply, please submit a resume and cover letter to:

Sarah Santora, Community Involvement Manager  
 Foodshare, 450 Woodland Avenue  
 Bloomfield, CT 06002  
[ssantora@foodshare.org](mailto:ssantora@foodshare.org)



www.foodshare.org

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A member of

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## Communications Intern Description

### Reports To: Communications Specialist

**Position Summary:** The intern will gain valuable technical experience in Non-profit Communications, including integration of social media marketing campaigns, website development & maintenance, creation of content for donor/volunteer solicitation, and much more. At the same time, s/he will learn about the day to day operations of a community-based, non-profit, social service agency. This internship might be particularly relevant for students in the fields of journalism, communications, marketing, and human service, although all students with an interest in Foodshare's work to end hunger are welcome to apply.

### Essential Duties and Accountabilities:

The Communications Intern will provide general support to the department regarding plans and implementation of any/all projects tied to the website re-design project, as well as initiatives that help move the Communications program forward. Responsibilities may include:

- Researching, updating and developing content for the website.
- Assisting in the development and production of informational materials online and offline.
- Building Foodshare's photo archives by photographing various programs and events.
- Assisting in media outreach efforts to include writing and issuing press releases.
- Maintaining Social Media sites and engaging the local community through online publicity.
- Assisting in the promotion and coordination of Foodshare events.

### Other Duties:

Take on additional responsibilities as assigned by the Communications Team.

## DESIRED QUALIFICATIONS

### Knowledge

- Self-starter to handle multiple tasks and meet deadlines; excellent organizational and communication skills;
- Strong writing skills and a familiarity with Microsoft Office.
- Proficiency and comfort working with HTML and/or WYSIWYG preferred.
- Ability to work with people from a variety of backgrounds.
- Experience and/or education in the communications, journalism, or public relations field, preferred.
- Commitment to Foodshare's mission of ending hunger.
- Knowledge of the video production process and equipment, and a familiarity with Adobe Premiere editing software (*not required*)

**Availability:** *This unpaid internship will provide up to 35 hours per week in a timeframe as agreed upon by both parties. Foodshare's working hours are: Monday through Friday, 8:00a.m - 4:30p.m. (Occasional weekend and evening work may be required.)*

To apply, please submit a resume and cover letter to:

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