



Internship Description

Muskegon Development and Outreach Intern

Fall 2017 – September - December

10-15 hours per week

Reports to: Muskegon Development Specialist

For fifteen years, Kids' Food Basket has been a force for attacking childhood hunger to help young people learn and live well. One in five Michigan children struggles with hunger, robbing them of their energy, health and dignity. A lack of consistent, nutritious food limits cognitive development, leaving kids unable to concentrate in school. Kids' Food Basket is playing a critical role in ending the cycle of poverty by helping kids get the nourishment they need to succeed in school and life.

Childhood hunger is a community problem, with a community solution. Over the past decade, we've grown from serving 125 kids at 2 school sites in Grand Rapids, to now serving nearly 7,500 kids between 34 schools in Grand Rapids, three schools in Muskegon and three schools in Holland. All programs are charitably funded by their individual communities, and made possible through the help of over 250 volunteers every day!

Kids' Food Basket is an equal opportunity employer. Our policy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, ethnicity, gender/gender identification, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying physical or mental disability, height, weight, marital status, veteran status or genetics. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

Internship Duration

- September 2017 through December 2017
*Start and end dates are negotiable

Main Responsibilities

- Participate in training to learn specifics of Kids' Food Basket programming and fund development systems.
- Support in the fund development of the Muskegon program through financial gift entry, receipting, and constructing donor information packets
- Communicate and support third party fundraisers in the community
- Research prospective third party fundraisers and community partners

- When appropriate, represent Kids' Food Basket and communicate our mission at community events.
- Interact effectively with volunteers and donors in the Muskegon community.
- Gain an understanding of the issue of childhood hunger and help raise awareness in the community.

Additional Responsibilities

- Willingness to work some non-traditional hours as needed for third party and community outreach events
- Perform administrative duties for the Muskegon satellite location that include but are not limited to: answering phones, prepping donor thank-you notes and receipts, and volunteer and donor data entry.
- Support the Muskegon Sack Supper Program on an as needed basis by assisting with packing/delivery of Sack Suppers.
- Assist with facilitating volunteer groups on an as needed basis

Skills and Qualifications

- Basic understanding of poverty and childhood hunger in Muskegon County
- Eager to learn about how a nonprofit operates
- Must be a high school graduate, seeking higher degree, preferably in the nonprofit management or community leadership fields.
- Comfortable working with a diverse group of people.
- Able to adapt quickly to a changing work environment.
- Knowledge of Microsoft Office Suite programs (Excel, Powerpoint, & Word) as well as a strong proficiency for recording data.
- The candidate must have reliable transportation and is able to transport him/herself around the city.
- Physical requirements include being able to lift up to 25 pounds.

Level I | Part-time Internship for College Credit (Prior approval from intern's school needed for College Credit) and/or monetary stipend if College Credit is not required from school

150 hours a semester = \$599 stipend

Intern may choose to receive this payment at the end of their 150 hours or receive two payments of \$299.50, with one payment halfway through their internship and the last payment at the culmination of their internship.

Please submit cover letter and resume by Friday, September 1, 2017 to:
erik.scholten@kidsfoodbasket.org

(NO CALLS PLEASE)