

# JOB DESCRIPTION

Business Strategy Intern - PAID

# Summer 2018 | 10 Weeks total | Negotiable Start Date

# Rate of Pay: $10/hr.

15-20 hours weekly

Reports to: Drew Wessell | Sr. Finance & Business Manager

Since 2002, 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. Childhood hunger is a community problem, with a community solution. Since inception, we have grown from serving 125 kids at 2 school sites in Grand Rapids, to now serving nearly 8,000 kids between 37 schools in Grand Rapids, four schools in Muskegon and four 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 provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, marital status, height, weight, genetic information, qualified disability, or veteran status. 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 organization has facilities.

# Internship Duties:

* As a Business Strategy Intern, you will work with members of Kids’ Food Basket’s leadership team to develop and refine a strategic plan related to our organization’s expansion. You will lead a project to research market opportunities and develop a strategy based on research outcomes. By the end of the internship, you will have developed recommendations through applying analytical frameworks, strategic business models & tools, and through quantitative data analysis, and will have produced a persuasive deliverable and executive-level presentation in support of those recommendations.

# Skills and Qualifications

* Business Administration or Entrepreneurship degree in progress
* Advanced problem solving and data analysis
* Independent work style; ability to self-manage execution under strategic supervision
* Excellent written and verbal communication
* Highly organized with the ability to work in a dynamic work environment
* Advanced project and time management capabilities
* Well-versed in business technology applications

**Physical Activities:**

* Climbing - Ascending or descending ladders, stairs, ramps, poles and the like using feet and legs and /or hands and arms.
* Hearing - Perceiving the nature of sounds at normal speaking levels.
* Light work- Exerting up to 20 pounds of force occasionally, and /or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
* The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
* The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)
  + Level II – Paid Internship

**Send cover letter and résumé via email to Drew Wessell:** [hiring@kidsfoodbasket.org](mailto:hiring@kidsfoodbasket.org)

**Applications will be reviewed as they are received.**

(NO CALLS PLEASE)