



JOB DESCRIPTION

Development & KHK Intern - Events

Winter 2018/2019 – Kent, Muskegon and Holland

Minimum of 20 hours per week

Reports to: Delaney Faught, Development and Administrative Assistant & Troy Vos, Kids Helping Kids 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 four 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 over 8,000 kids between 36 schools in Grand Rapids, three schools in Muskegon and five 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 identity, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying 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 organization has facilities.

Required Duties:

- **Signature Events** | Support signature events during the semester including Pop Up and other signature events including but not limited to event logistics, sponsorship, individual ticket sales and auction support, invoicing and donor stewardship
- **Connect Events** | Assist with annual Connect with Kids' Food Basket events including coordination of guest RSVP, food and donor packets
- **Expansion Campaign Events** | Assist with event logistics for our Feeding our Future expansion campaign events including coordination of guest RSVP, food, donor packets and additional as assigned
- **Community Partner Program** | Provide support for a robust Community Partner Program, including, but not limited to, securing logos from corporate entities and ensuring recognition levels are correct and donor stewardship
- **Community/Outreach Events** | Assist Kids' Food Basket team with activities at Kids' Food Basket events in the community
- **Peer to Peer Fundraising Events** | Support Kids' Food Basket team with launch of Peer to Peer Fundraising Events including assistance of prospecting events and donors, assist with stewardship and promotion of Peer to Peer Fundraising platform

- **Youth Engagement** | Effectively interact and act as the liaison between Kids' Food Basket and the diverse population of youth volunteers that range from 5-18 years of age through the Kids Helping Kids program.
- **Fundraising Events & Projects** | Provides physical and tactical support to all participating schools/organizations to complete fund raisers and food raisers.
- **Youth Action Board** | Assist the Kids Helping Kids Team with Youth Action Board programming, including fundraising and project planning support for students
- **Additional administrative support** | Support Kids' Food Basket team with administrative duties including but not limited to answering phones, meeting prep and donor stewardship, donor and volunteer data entry
- **Misc. duties as assigned**

General and Essential Job Functions

- Participate in and assist with, daily tasks of Kids' Food Basket.
- Physical requirements include a typical office environment, with periods of sitting at a computer screen and being able to lift up to 25 pounds.
- Flexible scheduling, evening and weekend hours will be necessary. We are seeking an individual that would have ability to attend events during day and evening and weekends as needed. This position would require up to 15 at least 20 hours per week.

Skills and Qualifications

- Bachelor degree in progress.
- Excellent written and verbal communication skills.
- Organized with the ability to work in a fast paced, ever changing work environment.
- Possesses skills in project and time management.
- Well versed in computer programs (Microsoft Office required).
- Can work independently as well as collaboratively.
- Demonstrate the ability to solve problems, analyze systems and data, and make suggestions for improvement.
- Experience working or volunteering in education programs.
- Comfortable working with a diverse group of people.
- Able to adapt quickly to a changing work environment.
- Have reliable transportation to and from Kids' Food Basket.
- Eager to learn about how a nonprofit operates.
- Passion for attacking childhood hunger.

Level I | Part-time Internship for College Credit (Prior approval from intern's school needed for College Credit)

To be considered for this internship, applicants must send cover letter and résumé via email no later than December 5th, 2018

Send information to: [hiring@kidsfoodbasket.org](mailto: hiring@kidsfoodbasket.org)

**Applications will be reviewed as they are received.
(NO CALLS PLEASE)**