



Job Title: Muskegon Program Intern- Fall 2020
Reports to Kendra Beckstrom, Muskegon Administrative Manager

Summary

Kids' Food Basket is a grassroots, community solution to childhood hunger. We engage all who care about children reaching their full potential – in school and in life. We are seeking a Development and Events Intern to support the planning and execution of events benefitting Kids' Food Basket, communicate with community supporters, and support other fundraising tasks.

Internship Duties:

Events and Development

- **Signature Events** | Support signature events during the semester 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
- **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
- **Third Party Fundraisers** | Provide coordination and support for third party events including information, scheduling, and Kids' Food Basket representation at events as needed
- **Fundraising Events & Projects** | Provides physical and tactical support to all participating schools/organizations to complete fund raisers and food raisers.
- **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**

Sack Supper Program

- Help weigh, record, and sort in-kind food donations
- Deliver Sack Suppers to appropriate sites in Kids' Food Basket vehicle, as needed.
- Organize inventory room as needed; sort donations, acquire in-kind donation data, etc.
- Assist in the appropriate tracking and documentation of all onsite inventory

Volunteer Program

- Assist with leading and facilitating volunteer groups
- Help coordinate and schedule volunteers through volunteer management software (VolunteerHub)
- Assist with clean up from various volunteer groups when needed and help prepare facility for evening volunteers

Requirements for Muskegon Program Intern– Paid

- Bachelor degree in progress or recently completed; or equivalent experience
- Can work independently as well as collaboratively.
- Desire to learn about the work that goes into nonprofit event planning and coordination
- Some evening and weekend availability with provided notice
- Have reliable transportation to and from Kids' Food Basket.
- Eager to learn about how a nonprofit operates.

Skills and Qualifications

- Excellent communication skills, both verbal and written
- Demonstrated poise, tact and diplomacy
- Passion for taking care of stakeholders' needs
- Ability to train on multiple tasks and understand the larger scope of each task
- Friendly and professional demeanor
- Excellent attention to detail
- Excellent interpersonal skills both in person and over the phone with high level of professionalism
- Comfortable working with diverse populations
- Highly organized with the ability to work in a fast paced, ever changing work environment
- Possess project and time management skills
- Well versed in computer programs (Microsoft Office, Excel and Outlook preferred)
- Can work independently as well as collaboratively
- Basic understanding of hunger and poverty issues in West Michigan

Physical Activities

- **Stooping, kneeling and bending.**
- **Reaching.** Extending hand(s) and arm(s) in any direction.
- **Standing and walking for long periods of time.**
- **Lifting and grasping.**
- **Talking and hearing**
- **Physical requirements include being able to lift up to 25 pounds.**
- **Environmental conditions.** May be required to work outside to assist with events

Details:

- 15 – 20 hours a week
- \$11.50 Hourly wage
- September 2020 – December 31, 2020

How to Apply:

Send cover letter and resume to: [hiring@kidsfoodbasket.org](mailto: hiring@kidsfoodbasket.org)

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.