



Job Title: Ottawa + Allegan County Program Intern- Fall 2020
Reports to Allison Guffey, Regional Administrative Manager

Kids' Food Basket believes all children have a right to equitable, consistent access to the nutrition they need to grow. We got our start 17 years ago by serving 125 kids each school day through our Sack Supper program, and now we serve nearly 8,800 kids each school/summer program day throughout Kent, Muskegon and Ottawa + Allegan counties. Nourishing healthier generations of children is at the core of Kids' Food Basket's mission and is what we strive for daily through our four Commitments:

- We **Nourish** our future by providing ready to eat healthy food on a daily basis to children in need,
- We **Grow** by increasing healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruit,
- Our community **Learns** through the use of our facilities and farm as classrooms to foster learning and empowerment across economic barriers,
- We **Engage** our diverse community to work for Good Food for all.

Internship Duties:

Events and Development

- Support events during the semester, including but not limited to event logistics, auction support, and donor stewardship
- Assist with coordination of guest RSVPs, preparation of agendas, donor packets, and other administrative items
- Support Kids' Food Basket team with launch of Peer to Peer Fundraising Events including assistance with prospecting events and donors, assist with stewardship and promotion of Peer to Peer Fundraising platform
- Provide support for grand opening celebration for new facility
- Provide coordination and support for third party and community events including collecting and recording information, scheduling, and providing Kids' Food Basket representation at events as needed
- Provide physical and tactical support to participating schools/organizations to complete fundraisers and food raisers.
- Review donor and volunteer databases to identify trends and opportunities for deepened relationships with current or lapsed supporters.
- Research and identify new opportunities for partnership with individuals, corporations, or community organizations across the region.
- Provide insights and recommendations to the development team based on research of fundraising program best practices and innovations.

Sack Supper Program

- Assist with daily driver pickups for Sack Supper distributions
- Help weigh, record, and sort in-kind food donations
- Organize inventory room as needed; sort donations, acquire in-kind donation data from donors

Engage 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
- Greet volunteers upon arrival to our facility, help enforce health and safety protocols, and check volunteers in for shifts

Requirements for Ottawa + Allegan Program Intern– Paid

- Bachelor's degree in progress or recently completed; equivalent experience will be considered
- 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 a 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:

- \$11.50 Hourly wage
- 10 to 15 hours per week
- September 2020 – December 31, 2020

How to Apply:

To be considered for this position, 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.