



## Programs Team Internship

The Redwood Empire Food Bank wants to be sure that people in need of food receive help. We're working to *End Hunger in Our Community*. The challenge before us is enormous. We provide food to over 100,000 people throughout the year (1 in 6 people!) Since 1987, the Redwood Empire Food Bank has been helping our neighbors in need and currently operates 11 innovative programs under three strategic initiatives –

- Every Child, Every Day;
- Senior Security;
- Neighborhood Hunger Network.

The Programs Team Intern position is an exciting one as it involves both office and field work. The office work takes place in our Food Connections Resource Center, where you will be trained to provide food referrals for walk-in participants as well as assisting those who call in. Out in the field at our distribution sites, you will be trained to sign in participants utilizing our [W<sup>5</sup> database](#) (W<sup>5</sup> stands for who, what, when, where, and why). We learn how far participants are traveling, how often they need food assistance, and what we can do to improve their provision of help.

If you are the ideal candidate, you will have:

- Interest in hunger issues
- Commitment to working with diverse communities
- Reliability, responsibility, and a strong work ethic
- Ability to work independently and collaboratively
- Willingness to communicate in multiple languages
- Ability to utilize a tablet and willing to navigate our client level database

Duties and Responsibilities:

- Attend an initial training to learn all aspects of programs of interest
- Attend and assist at food distributions at various locations in Sonoma County
- Sign up participants at food distributions
- Provide great customer service while maintaining confidentiality

Working Environment and Physical Demands:

- Ability to stand or walk for at least 2-3 hours
- Ability to lift 15- 30 pounds - may assist with food distribution set up
- Ability to work in inclement weather (rain and heat)

If you are interested please email your resume and cover letter to Maria Fuentes, [mfuentes@refb.org](mailto:mfuentes@refb.org) along with your interests and dates of availability with the subject line "Programs Team Internship".