



220 Herndon Street
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Position Description

Job Title:	Community Engagement Intern
Reports To:	Programs Manager
Location:	Hays County Food Bank Office
Classification:	Volunteer, unpaid, available for academic credit

Position Summary

The Hays County Food Bank (HCFB) Community Engagement Intern will shadow and assist our Programs Manager with planning and execution of community events related to our annual holiday meal box program. These events include, but are not limited to public food distribution sign-ups, school and church sign-ups, community sign-ups, in house phone sign-ups, holiday meal box packing, and holiday meal box distributions. This internship will provide the opportunity to learn about community networking and strategic collaboration between social service providers on a county level.

Duties and Responsibilities

- Researching sites throughout Hays County that are fit for community sign-ups and holiday meal box distributions
- Outreach to area agencies, non-profits, and educational facilities (100+) to share service materials, clarify sign-up procedures, and coordinate sign-up events
- Outreach to area agencies, non-profits, and educational facilities to collect their service materials and create a community resource packet to be included in all holiday meal boxes
- Researching and troubleshooting holiday meal box sign-up issues, including experience with Eventbrite application
- Querying sign-up data in Eventbrite to field questions and provide ticket information to individuals, area agencies, non-profits, and educational facilities about holiday meal box ticketing
- Attending sign-up, packing, and holiday meal box distribution events and assisting with the implementation of day of event plans
- Assessing event success and surveying area agencies, non-profits, and educational facilities regarding their experience with our 2018 holiday meal box program

Qualifications

- Ability to work cooperatively with a diverse range of people
- Self-starter
- Excellent critical thinking/problem solving skills
- Excellent verbal and written communication skills
- Community service minded
- Experience working with children and adults, as well as managing small groups
- Computer proficient (including Microsoft Office, social media platforms, and Google apps)
- Spanish language proficiency ideal, but not required
- Strong organizational skills

Administration

- Complete online Volunteer Application process
- Complete Confidential Information & Intellectual Property Agreement
- Communicate with Programs Director regarding attendance, in a timely manner, through e-mail
- All interns, regardless of department, should learn about operations and volunteer for a warehouse and a food distribution shift. This will give them a more well rounded view of the food bank’s daily operations.
- Briefly meet with all Hays County Food Bank Employees to understand their role in the organization
- If for academic credit, it is the responsibility of the intern to ensure that they meet all of the requirements (ex: required hours) for their educational institution

Schedule

- Flexible based on intern availability, but set for the semester once negotiated

Training Provided

- Community outreach
- Event planning
- Direct social services
- Public speaking on behalf HCFB
- Registration system troubleshooting
- Data analysis

Benefits to Intern

- Flexible scheduling
- Networking opportunities
- Project-based learning
- Presentation opportunities

This position description does not list all the duties of the position. You may be asked to perform other duties. You will be evaluated, in part, based upon your performance of the tasks listed in this position description. Hays County Food Bank has the right to revise this position description at any time. The position description is not a contract for employment.

Intern Signature	Date:
	__/__/----
Supervisor Signature	Date:
	__/__/----

INTERNAL USE ONLY

Approved by:	
Date approved:	
Reviewed:	