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**Partner Agency Services (PAS) Intern Job Description**

**GENERAL DESCRIPTION:**

The PAS intern will complete visits to partner agencies to strengthen partner capacity and assist with partner compliance and services throughout our 26-county region. This work aims to strengthen the capacity of our partners through on-site visits, data collection, filing and digitizing records that support the infrastructure of the St. Louis Area Foodbank team.

**WORK LOCATION:**

St. Louis Area Foodbank

70 Corporate Woods Drive

Bridgeton, MO 63044

**RESPONSIBILITES:**

* Conduct on-site visits at partner sites to ensure compliance and food safety requirements are met to provide the best service to our neighbors.
* Assist with data collection, training, and documenting procedures.
* Input data into spreadsheets.
* Organize files and assist in digitizing records and other administrative tasks.
* Work directly with staff and partners to serve clients.
* Work with staff to complete other duties as assigned.

In Order to gain a full understanding of the Food Bank and our scope of work, intern may volunteer in a variety of program areas including, but not limited to:

* Food Fairs and Mobile Food Pantry.
* Volunteer Center
* SNAP Outreach team
* Participate in outreach for nutrition and wellness education in various capacities
* Ride with a driver for food distribution
* Read articles and/or view selected webinars related to food insecurity, food bank programming, and advocacy
* Participate in Food on the Move programing in various capacities
* Collaborate with staff to learn about specific areas of interest at the Foodbank including grant writing, marketing, management, etc.

**QUALIFICATIONS:**

* Currently enrolled in an accredited college or university
* Non-profit experience preferred
* Strong written, verbal communication and interpersonal skills.
* Ability to work cooperatively with different types of personalities and those with varying socio-economic backgrounds
* Proficient with Outlook, Word, Excel, PowerPoint and other web-based applications
* Ability to work independently and as part of a team.
* Reliable transportation and valid licenses.
* Passion for the Foodbank mission and the ability to demonstrate SLAFB’s Core Values: Stewardship, Teamwork, Agility and Respect

The physical demands and work environment characteristics described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Employee is routinely required to lift 25 lbs.

**TIME REQUIREMENTS**

There is flexibility with this internship, and as an expectation, the PAS Intern will work with his/her supervisor to determine a schedule and hours to fulfill academic requirements or personal experience. This is subject to change if an individual needs to increase or decrease total hours of internship. As schedules are made and set outreach for the intern to attend will be scheduled.

**PAS INTERN OBJECTIVES**

In depth understanding of local and national hunger and poverty issues.

* Strong grasp of community and government responses to hunger and poverty.
* Opportunity to build or strengthen groups facilitation and leadership skills.
* Skills and knowledge in data collection and development for communities with limited access to food.
* Opportunity to connect with community organizations to provide support, compassion, and be able to identify their needs.

TO APPLY: Go to <https://stlfoodbank.aaimtrack.com/jobs/>