****

**Benefit Access Internship**

 **Job Description**

**GENERAL DESCRIPTION:**

The Benefit Access Intern is a grant funded, paid intern who supports the St. Louis Area Foodbank’s partnership with Gateway EITC and UMSL. The Benefit Access Intern will enhance our ability to provide support and quality SNAP Assistance to neighbors applying for the Earned Income Tax Credit (EITC). The Benefit Access Intern will interface with Gateway EITC, SLAFB’s neighbors, and Foodbank staff. The intern may also work with other strategic direction initiatives that the SLAFB is spearheading for growth and success.

**WORK LOCATION:**

St. Louis Area Foodbank and Gateway EITC

**RESPONSIBILITES:**

* Develop an in-depth knowledge of SNAP and stay up to date on changing policies and procedures
* Provide education and technical assistance to Gateway EITC team.
* Host training events for Gateway EITC team and volunteers.
* Provides follow-up support to Gateway EITC team and volunteers in person and over the phone.
* Support and participate in the collection of client stories to share SNAP impact statements.
* Administrative support to ensure accurate tracking of neighbor applications and reports back to UMSL and Gateway EITC.
* Survey neighbors for satisfaction and food security.
* Research and contact potential new community organizations for SNAP outreach, with emphasis on additional benefit access.
* Work with all Programs 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 as they work in the community.
* Participate in outreach for nutrition and wellness education in various capacities
* Participate in Food Bank’s Volunteer Center.
* 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.

**QUALIFICATIONS:**

* Currently enrolled in an accredited college or university or recently graduated. Prefer Master’s level student.
* Non-profit experience preferred
* Strong written, verbal communication and interpersonal skills.
* Ability to make cold calls into the community to connect with neighbors.
* Ability to work cooperatively with different types of personalities
* Proficient with Outlook, Google Suite, Word, Excel, PowerPoint, and other web-based applications
* Broad understanding of evaluation, programs, and logic models
* 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 employee 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**

This is a 30 hour per week internship. There is flexibility with this internship, and as an expectation, the Benefit Access Intern will work with his/her supervisor to determine a schedule and hours to fulfill academic requirements or personal experience while also meeting the needs of the UMSL and Gateway EITC partnership. This is subject to change if an individual need to increase or decrease total hours of internship.

**BENEFIT ACCESS 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 members to provide support, compassion, and be able to identify their needs with nutrition education.

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