



Intern
Food Bank of Central New York

Regional Internship Program: Summer 2024
Fink Career Development Program



Office of Career Services
Division of Student Affairs

Organization Overview: Food Bank of Central New York is a not-for-profit organization leading the effort to eliminate hunger in our region, by partnership with others in our community, through education, advocacy, and distribution of nutritious food. The core of our work is achieved by distributing food to more than 360 local partner agencies that then provide food to families in need. The key partners that make up our emergency food network are food pantries, soup kitchens, and emergency shelters. In addition to this core work, the Food Bank operates direct distribution programs, has a robust SNAP outreach program, and delivers comprehensive nutrition education activities. Our service area covers the counties of Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, and St. Lawrence.

Internship Description: Food Bank of Central New York is seeking an intern for summer 2024 to support the Food Bank's programmatic and operational goals. The intern will have the opportunity to learn about the various aspects of the organization, including community partnerships, food recovery, logistics, communication with different audiences, and compliance with regulatory agencies and funders.

Specific intern responsibilities will be determined based on the option selected by the chosen candidate. There is flexibility for the intern to apply their specific interests and/or skills to a project. Please indicate in your cover letter the option area(s) of interest.

1. Option 1: Education & Outreach – Assist Food Bank staff with increasing awareness about the organization's programs and services. This may include attending events, creating materials, visiting Food Bank partner agencies to work on specific projects, or taking photos/videos of Food Bank activities to be used on social media.
2. Option 2: Food Rescue & Operations – Assist Food Bank staff with decreasing food waste and increasing utilization of the organization's product inventory. Responsibilities may include creating materials/resources for food donors and partner agencies, evaluating inventory for utilization, standardizing guidelines for inventory/ordering process.
3. Option 3: Community Partnerships & Impact – Assist Food Bank staff with developing resources and tools for community partners and implementing initiatives. Tasks may include working with and/or surveying partner agency coordinators and recipients, creating materials, and visiting Food Bank partner agencies and distribution sites.

Qualifications:

- Applicant must be 18 years old
- Must have proficient writing and computer skills
- Must be able to follow through independently on assigned projects
- Must have excellent communication skills and respectful of diverse populations
- Must have a positive attitude
- Must have transportation to get to the Food Bank's main office
- Previous experience with food insecure population is preferred

Additional Internship Information:

- Internship period: 10-11 weeks from late May/early June to mid-August
 - Specific start and end dates can be determined based on supervising staff and intern's schedule
- Approximate hours per week: 30 (330 hours total)
 - Schedule may include select weekend or evening hours to meet program demands, depending on tasks
- Internship location:
 - Office: Food Bank of Central New York, 7066 Interstate Island Road, Syracuse, NY 13209
 - Community visits: varies; Food Bank covers an 11-county service area and travel may be required within this region.
- As a non-profit/government organization, this internship stipend is completely funded through the ESF Career Development Program; the hourly wage for this position is \$15 per hour (\$5,000 total stipend).

Interested in applying? [Regional Internship Program Application](#)