Outreach Intern

Want to get experience or earn credit while working at an organization that gives back? Work as an Intern for the Hays County Food Bank and gain skills while giving back to the community.

We offer flexibility and will often work around your schedule. We offer our interns responsibility and mentor them to create an extremely valuable experience.

Internships are available year round in the winter, spring, summer, and fall.

Summary

In an attempt to educate the community regarding hunger and to spread the word about food insecurity, the Hays County Food Bank attends and produces outreach events. The intern would be responsible for managing the event invitations, planning events, preparing materials and coordinating and managing volunteers at events. This intern reports directly to the Volunteer Services Coordinator.

Responsibilities

- Coordinating with area agencies, nonprofits and educational facilities
- Preparing and designing materials for outreach events
- Working in coordination with volunteers to represent the Hays County Food Bank within the community
- Determining appropriate locations for hunger information distribution
- Speaking to area associations and organizations about the Hays County Food Bank
- Recruiting individuals and organizations to volunteer
Qualifications

- Knowledge of Microsoft Office
- Ability to speak confidently before a crowd
- Willingness to work with a diverse set of people

Training and Supervision

- Training and supervision conducted by Executive Director and HCFB staff.

Time Commitment

- 15-20 hours/week (2-3 days)
- Precedence will be given to those who can commit to a minimum of 10 weeks service.
- Work will be done within HCFB office hours M-F 8:00am-4:00pm

Benefits

- Internship position is unpaid, but may be eligible for college credits.
- Build your portfolio of work.
- Flexible scheduling.
- Help meet an important social need in a local organization