



Hays County Food Bank 220 Herndon Street San Marcos TX 78666 (512) 392-8300

Client Services 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.

Application Instructions

Interested applicants should submit a resume and cover letter to Jim Wagner at jwagner@haysfoodbank.org for review and consideration. Applicants are accepted year round so be sure to indicate your desired time frame as well as desired internship in your cover letter.

Summary

We are looking for talented and creative individuals to support and collaborate with the Operations Team with special projects or tasks. This person will report directly to the client services coordinator and should provide creative ideas and innovative solutions for our nonprofit to increase efficiency, workflow and services provided to the Hays County community.

Responsibilities

- Perform general clerical work including; filing, call-downs, collating materials, and copying when necessary
- Keep all information confidential
- Assist with the organization and setup with daily distributions
- Assist with facility management, development and maintenance of partner agency relations.
- Attend meetings with and on behalf of Operations Team
- Documenting Policies & Procedures
- Develop and document new procedures and processes for information flow

Qualifications

- Knowledge of Microsoft Office (PowerPoint, Excel Word, Outlook)
- Excellent organizational skills
- Ability to work with sensitive information and maintain confidentiality
- Good personal and communicative skills

Training and Supervision

Training and supervision conducted by Executive Director and HCFB staff.



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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