



Internship Opportunities

GENERAL DESCRIPTION

- FTV will consider internship requests in the following areas:
 - Marketing
 - Public Administration
 - Nonprofit Development
 - Volunteer Management
 - Culinary Arts (Columbus only)
 - Logistics/Warehousing
 - Social Work (SNAP Benefits)
- **Interview:** Students interested in an FTV college internship should submit a resume and participate in an in-person interview. No internships are guaranteed. After an interview, FTV will follow up within 1 week to notify you of our decision.
- **Work Hours:** 10-15 hours per week, on an agreed-upon schedule within agency hours of operation (7:00 a.m. to 4:00 p.m. Monday – Thursday); some evenings/weekends required based on events.
- **Location:** Travel to locations within the FTV 18-county service area may be required occasionally. Your main location will be one of these:
 - Columbus, Georgia
 - LaGrange, Georgia
 - Albany, Georgia
- **Organizational Relationship:** Reports to the Department's Director and works in cooperation with the Development team and all FTV staff. All interns are representatives of FTV and thus are expected to conduct themselves and dress in a professional manner, appropriate for a food bank environment.
- **Equipment:** Intern must provide their own laptop.
- **Compensation:** Feeding the Valley is unable to provide paid internships. Interns may arrange with their college professor to receive class credit.

QUALIFICATIONS

- College student.
- Strong oral and written communication and interpersonal skills.
- Self-motivated, organized, detail-oriented, ability to prioritize, multi-task, and meet deadlines.
- Ability to work cooperatively with different types of personalities.
- Proficient with Outlook, Word, Excel, PowerPoint, and other web-based applications (for office roles)
- Ability to work independently and as part of a team.
- Reliable transportation.
- Passion for the FTV mission.
- Intern responsibilities may include activities that require them to lift 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Feeding the Valley Food Bank - 6744 Flat Rock Rd. Midland, GA 31820

For Inquiries: Please contact Jennifer Shawa, Director of Development, at jshawa@feedingthevalley.org.

DESCRIPTION OF KEY RESPONSIBILITIES WITHIN EACH AREA (assigned based on your focus area)

Operations Activities

Interns are expected to work directly with program staff to implement FTV programs as needed. These support activities may occur in our warehouse/kitchen, in the community, and over the phone. This includes, but is not limited to:

- Mobile Pantry Distributions
- Kids Café
- Volunteer Center assistance
- Partner Agency Order Pick-Ups
- Warehouse inventory
- Food delivery and pickup activities

Development Department Activities

- Handwritten and email communications with community members, volunteers, and donors, to steward relationships.
- Visiting Partner Agencies or Mobile Pantry distributions to gather and write impact stories and take photos.
- Volunteer stewardship activities (email communications, relationship cultivation while they are here).
- Volunteer Group hosting – Serve as leader for volunteer groups, giving a brief orientation of FTV and food safety requirements. Remain with group to provide support during the volunteer shift.
- Partner Agency communications assistance as needed.
- Assistance with Community Food Drives (communications, implementation, follow-up).
- Assist in planning and administrative work related to fundraising events, including mailings, sponsorship acquisition, and event implementation.
- Grants research and grant draft writing.
- Donor database hygiene.

Food Sourcing Department Activities

- Assist the Food Sourcing Manager with daily tasks and special projects.
- Screening emails from food-sourcing vendors.
- Kitchen assistance
- Menu planning & recipe creation
- Cooking

Marketing Department Activities

- Social media content creation
- Photography/Videography of food bank and partner agency activities
- Write press releases about agency activities.
- Create graphics using Canva.

Culinary Arts Activities

- Create menus
- Food preparation and cooking
- Provide assistance for all kitchen activities
- Assist with kitchen volunteers

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Logistics/Warehousing Activities

- Inventory
- Pulling orders
- Basic equipment operation
- Assistance with deliveries

Social Work Activities

- Serve as assistant to our SNAP Benefits Coordinator
- Follow-up with clients
- Record-keeping
- Provide innovative process recommendations
- Create promotions

Internships are available year-round. Please contact Jennifer Shawa at jshawa@feedingthevalley.org for more information.

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