

Internship Position Description 2026 – 2027 School Year

Internship Title: Food Justice Intern (*Part-time or Full-time*)

Supervisor: Program Support Specialist

Preparation: Complete agency New Entry Training. Requires working toward a degree emphasizing environmental studies, sociology, applied food and nutrition, social work, women and gender studies, psychology, public health, nonprofit administration, or a related field.

Position Summary: Applicant should have an interest in food justice, food insecurity, community nutrition, and the intersection of food access and domestic violence. The intern will assist in improving equitable access to nutritious, culturally responsive food resources for survivors while supporting food pantry operations, garden maintenance, client education, and community resource development. Must be organized, self-motivated, and comfortable interacting with clients in a trauma-informed manner. Should be sensitive to issues of diversity, maintain strict confidentiality, and understand and support a philosophy of empowerment. Full-time interns will also have the opportunity to gain direct client service experience through our helpline or crisis walk-in advocacy shifts.

Specific Activities:

1. Identify ways to better respond to dietary needs (allergies, cultural foods, appropriate equipment, etc.).
2. Sort donated food at Ginny's Place to reduce food waste and identify gaps in available food items.
3. Assists in maintaining the children's healing garden at the program office.
4. Maintain inventory of the micro food pantry, ensuring it remains stocked for clients and identify additional donation needs.
5. Develop and share resource lists with staff about food resources in the community.
6. Collaborates with community systems to identify and eliminate barriers to services.
7. Develop and share recipes using foods commonly found at food pantries to support client nutrition education, with opportunities to prepare meals alongside clients and their children.
8. Research the intersection of food justice and domestic violence and assist with identifying grant opportunities and funding sources to support food-related initiatives.
9. May provide direct client support through helpline or crisis walk-in advocacy shifts (for full-time interns) and assist with client appointments in the Apparel & Essentials Room.
10. Meets with the Program Support Specialist as directed by educational institution for supervision.

RESILIENCE

ADVOCATES FOR ENDING VIOLENCE™

General Expectations:

- Approaches all persons from an empowerment philosophy.
- Understands and follows agency policy and guidelines as outlined in the Policy and Procedure Manual and Employee Handbook.
- Participates in maintaining policies, procedures, and service delivery according to standards established by accrediting bodies, funding sources and professional organizations.
- Protects client confidentiality.
- Follows protocol regarding mandatory reporting.
- Functions as part of a team by supporting and working with others to accomplish program and agency goals.
- Communicates effectively, both verbally and in writing, with other staff and with other organizations.
- Participates in volunteer meetings, staff and team meetings, and other planning opportunities.
- Participates in training, continuing education, and other skill development opportunities to further enhance position-related skills and abilities.
- Participates with other agency staff in being aware of emerging needs within the community and the client population, developing of an agency vision, and working toward continuous quality improvement.

Physical Requirements: Normal office environment requiring standing, sitting, keyboarding, lifting up to 25 pounds and movement around the facility. Ability to transport clients to off-site locations and attend off-site meetings and events.

The above statements are intended to describe the general nature and level of work performed by volunteers in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications of volunteers assigned to this job.

About Resilience: The mission of Resilience: Advocates for Ending Violence is to respond to, reduce, and prevent domestic and sexual violence in Ottawa and Allegen counties.

For office use only

Volunteer/Intern signature: _____

Supervisor signature: _____