



Heights Interfaith Ministries Food Pantry

Job Description

Position: Volunteer Management/Pantry Operations Intern

Reports to: Executive Director

Summary: Ten-week paid internship, 20 hours/week, June 7 – August 13. Primary focus areas include volunteer coordination and supervision, assistance with ongoing Pantry operations, data collection and input, and marketing of Pantry needs and services.

Key Responsibilities:

- Develop a meaningful understanding of the HIM Food Pantry's mission, operations and procedures.
- Learn about the Pantry's volunteer roles and responsibilities.
- Assist with recruiting, orienting and supervising volunteers during regular Pantry activities.
- Participate in ongoing data collection, reporting and management.
- Support special projects and initiatives (to be determined by the intern's skills, interests and professional goals).
- Contribute to Pantry marketing and social media efforts.
- Attend Pantry meetings and special events as available.
- Other professional duties and activities, as assigned.

Requirements:

- Completion of at least two years of post-secondary education
- Ability and desire to work with a variety of people
- Experience working with the public or in customer service
- Knowledge of WordPress, Access, Sign-Up Genius and social media platforms a plus

If interested, please submit a cover letter and resume to himpantry@gmail.com by May 15, 2021.