



Intern Position Description

Position: Nutrition Specialist Intern

Company: Community Emergency Assistance Programs (CEAP)

Status: Monetarily Unpaid Internship

Summary: As a food market, CEAP serves up to 100 families a day who come to us in need of food. We operate a client-choice food shelf focused on fresh, healthy food; up to 60% of the food we give out is fresh. The Nutrition Specialist Intern helps people visiting our market, or other food related programs, learn how to best use the market to support good nutrition and healthy choices. This person will form relationships with individuals to better understand their food needs, cooking abilities, lifestyle and health concerns, and make suggestions based on this knowledge. A portion of the intern's time will be spent creating healthy recipes, hosting cooking demos and directly serving samples to our families

Major Responsibilities & Activities:

- Be passionate about nutritious and healthy foods
- Have a presence in the market during open hours offering meal planning ideas, recipes, and sharing knowledge
- Create educational material that ties our available food to education and nutrition
- Prepare healthy recipe samples and hand out during food distributions
- Attend mobile distributions, as available, to provide nutrition education, meal planning tips and ideas
- Research options and then help establish class trainings for participants, in addition to sign-up opportunities and publicity needs for advertising and recruiting
- Adhere to food safety guidelines in preparation, transportation, and serving of food

Learning Objectives:

- Grow in knowledge of hunger relief system and public health programs
- Making concrete, positive changes in the food security of families we serve
- Receive guidance and feedback in resume and cover letter writing, networking and interview skills and partake in other professional development opportunities such as grant writing.
- Increase personal comfort and confidence with direct service to diverse and low-income populations
- Gain exposure to the inner workings of a successful non-profit, and work closely with a number of non-profits and community organizations to develop a range of outreach skills and gain exposure to a variety of program models

Position Requirements:

- Comfortable working with and approaching participants of all ages and diverse backgrounds
- Creative, well-organized and detail-oriented
- Reliability, punctuality, accountability
- Must be able to maintain confidentiality
- Background in nutrition, dietetics or health

Time Requirements and Schedule:

- **Total Time Requirement:** 8-12 hours per week
- **Project Start and End Date:** Spring 2020
- **Schedule:** Flexibility during hours of 9:00-4:00 Monday-Friday, with occasional evenings for special programs
- **Work site:** Mostly at CEAP with possibility of other distribution sites within the surrounding communities

- **To apply, please send your resume and a couple sentences explaining your interest in this position to volunteer@ceap.com.**