

## Grocery Alliance (GA) Program Internship

### About this Job:

**Second Harvest Food Bank of Central Florida** (SHFB) is the primary source of free and low-cost food for Central Florida. Through a network of 550 partner agency feeding programs, SHFB distributed nearly 53 million meals to partner programs last year.

The primary goal of this role is to provide support to the Program Managers for SHFB's Grocery Alliance (Retail Store Donation) Program to ensure that food donations are maximized and that donor and agency relationships are strengthened. The GA Program interacts with the Food Industry to reduce waste and recover wholesome, consumable food products from over 450 participating retail stores in Central Florida.

Ideal candidates would be available 15-20 hours per week. A total stipend of \$400 is available for this position.

### Responsibilities:

- Shadow GA Managers to gain an understanding of the program distribution model and operations
- Help foster and maintain relationships with GA retail donors and agency partners by providing effective communication and trainings via phone, email and in-person visits
- Maintain accurate documentation of donor or agency interactions and results
- Work with GA & Operations Managers to improve the facilitation of timely and efficient donor pick-up schedules
- Assist with the coordination of GA Agency Partner Training Sessions and other Food Bank events or Food Drives, including: event planning, developing event materials and event execution
- Contribute content to social media and blog posts on SHFB website
- Perform administrative and other duties assigned (i.e. preparation of donor materials and annual certificates, updating routing sheets and donor contact information)

### **Preferred Skills:**

- An interest in alleviating hunger
- Extremely dependable
- High level of interpersonal and relationship skills
- Excellent verbal and written communication skills
- Ability to work cooperatively and productively with a diverse range of people
- Ability to multi-task and stay organized
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint and Publisher)

Candidates must have reliable transportation for occasional offsite donor and agency visits. Mileage will be reimbursed by SHFB.

### About Second Harvest Food Bank of Central Florida

Second Harvest Food Bank of Central Florida is a private, nonprofit organization that collects, stores and distributes donated food to more than 550 feeding partners in six Central Florida counties: Brevard,

Lake, Orange, Osceola, Seminole and Volusia. Last year, with the help of numerous donors, volunteers and a caring, committed community, the food bank distributed 52 million meals to partner programs such as food pantries, soup kitchens, women's shelters, senior centers, day care centers and Kids Cafes. In addition to helping feed the line of our neighbors who need help, Second Harvest also transforms dozens of lives directly every year. Economically-challenged adults who graduate from our 14-week culinary training program are placed in 'better than minimum wage' jobs that set them and their families on a path to self-sustainability. Yet another important activity helps connect people who are eligible to receive SNAP food assistance benefits with the resources they need to access the program and get help. Second Harvest Food Bank is also a member of Feeding America, a nationwide network of more than 200 food banks that helps feed people across the country. [Click here to learn more about Feeding America and this network of food banks.](#)