

Government Relations Graduate Intern – Fall Semester 2013

The Food Bank For New York City works to end hunger and increase access to affordable, nutritious food for low-income New Yorkers through a range of programs and services that focus on nutrition, education and financial empowerment.

The organization procures and distributes food to approximately 1,000 emergency and community food programs throughout the five boroughs; provides food safety, networking and capacity-building workshops; manages nutrition education programs for schools, after school programs and emergency food programs; operates food stamp outreach and education programs; operates a soup kitchen, food pantry, senior programs; and coordinates the largest Earned Income Tax Credit (EITC) program in the country; and conducts research and develops policy to inform community and government efforts to end hunger throughout the five boroughs.

We are looking for a *Government Relations Graduate Intern* to assist with public policy research, public education on policy, legislation and budget issues relevant to the Food Bank and its mission, and tracking engagement with government offices. The ideal candidate is a *graduate student* who has completed considerable social service or public policy-related course work. Excellent opportunity for high-profile experience and great connections. Stipend is available.

Duties:

- Research public policy related to income support, food assistance, and nutrition education.
- Develop materials to engage elected officials, member organizations and the public on policy and legislation, particularly EITC Tax Services, New York City and State Budgets, Post-Sandy recovery, and Farm Bill reauthorization.
- Draft background briefings for meetings with government officials.
- Create and update electoral district profiles; data entry and analysis.
- Track engagement with elected officials using the database software Raiser's Edge
- Coordinate meetings, correspondence and other administrative tasks.
- Other duties as required.

Skills required:

- BA, BS in social services or public policy-related work, preferably in the area of poverty and hunger, advocacy or community organizing. Graduate students strongly encouraged to apply.
- Strong written and oral communication skills.
- Computer proficiency in MS office applications, particularly Excel; familiarity or interest in Raiser's Edge a plus
- Knowledge of government nutrition assistance programs a plus.
- Organized and capable of multi-tasking.
- Reliable co-worker and team player with a collegial and professional manner and outlook.

Duration: Spring Semester, 20 hours/week

Reports to: Triada Stampas, Senior Director, Government Relations

Application instructions:

Please submit cover letter and resume to:

Nicholas Buess

Government Relations

Food Bank For New York City

Email: nbuess@foodbanknyc.org

www.foodbanknyc.org