

## ***Government Relations Undergraduate 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 Intern* to assist with implementing campaigns for educating and organizing stakeholders—community based organizations, institutional partners, government officials, etc.—to maximize access to federal, state and local food supports (such as school meals, summer meals, emergency food programs, and food stamps. The ideal candidate is an *undergraduate 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:**

- Work with Food Bank staff and representatives from other organizations to develop a plan to increase participation in school meals.
- Coordinate meetings, draft correspondence and other administrative tasks.
- Communicate with community groups through various mediums, including telephone, email, presentations, workshops, etc.
- Draft background briefings for meetings with both internal and external audiences.
- Research public policy related to food assistance, nutrition education, and income support.
- Develop outreach materials to engage elected officials on policy and legislation.
- Other duties as required.

### **Skills required:**

- Coursework toward BA or BS in social services or public policy-related work, preferably in the area of poverty and hunger, advocacy or community organizing.
- 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 is 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:** Nicholas Buess, Government Relations Coordinator

### **Application instructions:**

Please submit cover letter and resume to:

Nicholas Buess, Government Relations Coordinator, Food Bank For New York City

Email: [nbuess@foodbanknyc.org](mailto:nbuess@foodbanknyc.org)

[www.foodbanknyc.org](http://www.foodbanknyc.org)