



Internship Role Description for Eleven+ Scholar Applicants

Name of Hosting Organization:

Food Strong

Internship Role Title:

Food Strong Operational Associate

Number of roles available:

2

Available to (select any that may apply)

High School Student

College Student

Graduate Students

Work Location & Office Covid Protocols is applicable (select any that may apply)

Flexible/hybrid- The role can be a combination of virtual and in person

Internship Work Address:

1901 Train Avenue
Cleveland, OH, 44113

Many of applicants utilize public transportation. Is the work location accessible by public transportation?

Yes, the work location is accessible by public transportation (Bus/Train)

If you selected yes, the work location is accessible by public transportation please provide additional information such as what bus or train line is accessible to the work location

5 minute walk from West 25th Red Line Rapid Stop

Mission of Hosting Organization

Our mission is to use fresh foods as a tool to educate, empower, and cultivate health throughout Northeast Ohio.

How does this internship role support the mission/purpose of the organization

The Food Strong Operational Associate supports Food Strong by assisting with the implementation of programs and administrative tasks. Associate will support program and administration staff members to allow them to have more time to focus on high-level responsibilities. As a lean, smaller organization, every minute counts, and this versatile, multi-faceted role allows us to complete more tasks with fewer inputs. This will help to expand our reach into the communities we serve.

What functions within the organization will the intern be working with? For example, this role will work with Staff Counselor, Finance Staff, and Operations Team

This role will work with Food Strong Executive Director, Education Manager, Education Associate, Executive Assistant, Fundraising Committee, and Farm Team.

Will there be additional networking opportunities within the organization for the intern to gain

expose to other roles and functions.

- Will have the opportunity to sit in on a variety of community initiative planning meetings and committees
- Will have the opportunity to network with many key players in the public, nonprofit, and private sectors in Northeast Ohio
- Will have the chance to sit in on a board meeting to learn how boards operate

Anticipated Start Date	Monday, May 6, 2024
Anticipated End Date	Monday, September 30, 2024
Total Number of Weeks for the internship:	17
Total Number of hours per week the intern is expected to work:	15
Workday starts at: (start time or flexible)	flexible
Workday ends at: (start time or flexible)	flexible

Host Organizations website:

<https://www.foodstrong.org>

Contact Name	Sara Continenza
Contact Email	info@foodstrong.org
Mentor Name	Sara Continenza
Mentor Email	info@foodstrong.org

Internship Summary

This internship, which runs for a maximum of 17 weeks, is a one-of-a-kind opportunity to learn the ins and outs of nonprofit organizations. Our Program Associate will be able to participate directly in our various programs and get behind-the-scenes experience with the various fundraising, marketing, and administrative tasks. Program Associate will have the opportunity to engage with various community members and stakeholders, and a vast network of professionals in all sectors. This role is not to perform menial labor, but to gain real-world experience that will help cultivate a career of giving and community.

Essential Responsibilities of this role?

Participate in planning and implementation of other Food Strong programs:

- School Programming: Gardens, Entrepreneurship, and Culinary Arts
- Learning Garden Initiative
- Entrepreneurship Program
- Care-A-Van community resource project
- Care Strong Project
- Vacant Lot Restoration Initiative

Execute, evaluate, and compile program surveys and other measurement tools to analyze program outcomes and success

Compile and organize program data, information, and demographics

Assist with program marketing and recruitment
Assist with grant writing and reporting

Skill Development Opportunities



Knowledge and skills required for this role

- Seeking or have acquired Bachelor's or Master's degree in Education, Social Work, Nonprofit Management, Public Administration, or a related field
- Excellent communication skills
- Ability to communicate with a wide variety of populations in easy, culturally-sensitive manner
- Assertive personality which can command audiences/student groups
- Outstanding organizational skills
- Proficiency in MS Office, Adobe Creative apps and Google Drive
- Strong attention to detail
- Punctual
- Very task-oriented
- Self-starter
- Excellent critical thinking/problem-solving skills

What does success look like for the intern at the end of the summer

Associate will have gained:

- valuable experience in the nonprofit, healthcare, and educational sectors
- a network of like-minded community partners
- fundraising experience
- engagement with community members and youth who benefit from Food Strong's programming
- increased understanding of social issues in Northeast Ohio as well as the work being done to support our communities

Prepared by: Sara Continenza

Date Tuesday, November 28, 2023