



Internship Role Description

for Eleven+ Scholar Applicants

Name of Hosting Organization:

Food Strong

Internship Role Title:

Program Associate

Industry Classification

Nonprofit

Internship Category

Education

Nonprofit Management

Number of roles available:

2

Available to (select any that may apply)

College Student

Graduate Students

Work Location (select any that may apply)

Flexible/hybrid- The role can be a combination of virtual and in-person-(Must be able to come into office location on agreed upon days)

Internship Work Address:

1901 Train Ave
Cleveland, OH, 44113-4203

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

RTA Red Line west 25th stop is an 8 min walk to office

Mission of Hosting Organization

We cultivate food justice in Northeast Ohio and beyond by building enduring local food systems from the ground up.

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

Food Strong's interns dramatically support our mission by assisting us with vital functions such as fundraising, administration, and program support. Interns assist in classrooms and support behind-the-scenes functions to receive a well-rounded professional experience in the nonprofit and educational sectors.

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 be working with Administrative Staff, our Program Managers (Farm Manager and Education Manager), and Fundraising team.

Will there be additional networking opportunities within the organization for the intern to gain expose to other roles and functions.

Interns will have the opportunity to sit in on a variety of community initiative planning meetings and committees, as well as the opportunity to network with many key players in the public, nonprofit, and private sectors in Northeast Ohio

Anticipated Start Date Monday, June 2, 2025

Anticipated End Date Friday, August 8, 2025

Total Number of Weeks for the internship: 10

Total Number of hours per week the intern is expected to work: 20

Workday starts at: (start time or flexible) flexible

Workday ends at: (start time or flexible) flexible

Host Organizations website:

www.foodstrong.org

Hiring Contact Name Sara Continenza

Hiring Contact Email info@foodstrong.org

Mentor Name Sara Continenza

Mentor Email info@foodstrong.org

Internship Summary

Associate will be trained in and involved with assisting with programming, administrative, and community outreach activities associated with Food Strong, a nonprofit 501(c)(3) organization. Activities will primarily focus on promotion of community programming, attendance at community meetings, coordination of community partners, members, and projects, assistance with strategic planning, marketing, development and fundraising, and the enhancement of overall structure and organization.

Essential Responsibilities of this role?

- grant writing
- marketing
- creating fliers/handouts
- participating in school programming
- assisting with gardening activities
- supporting back-end administrative tasks such as finances, preparing agendas, and taking notes

Skill Development Opportunities

Communication Skills

Problem Solving Skills

Interpersonal Skills

Teamwork

Time Management

Creativity

Adaptability

Knowledge and skills required for this role

Currently pursuing a Bachelor's or Master's degree in Social Work, Nonprofit Management, Public Administration, or a related field

Outstanding writing skills

Proficiency in MS Office and Google Drive

Strong attention to detail

Punctual

Very task-oriented

Self-starter

Excellent critical thinking/problem solving skills

Excellent verbal communication skills

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

A successful internship experience will involve our Associate having had the experience of writing at least one grant with support from our grants committee, helping out in 3-4 classes, learning valuable agricultural skills, and becoming familiarized with how nonprofit organizations function.

Other information

I had completed this application but it must've timed out because I never got a confirmation and just checked and it hadn't been submitted. I understand if you're unable to accept it late, but I appreciate your consideration

Prepared by:

Sara Continenza