



Program Internship Position Description

Real Food for Kids is a Northern Virginia-based non-profit whose mission is to collaborate with school communities to elevate the quality and character of school food; develop and deliver programs that advance literacy in nutrition and health; and engage students, families and schools in building a culture of health. More at www.realfoodforkids.org.

Real Food for Kids is seeking post-graduate, graduate and undergraduate (junior and senior) students interested in gaining experience in non-profit programming and operations. Under the direction of the Director of Programs, Director of Operations or Executive Director of Real Food for Kids, interns will provide developmental assistance and support to the core programs of the organization, including, but not limited to, program development, coordination and promotion, data management and administrative support. The position is an excellent opportunity to gain hands-on experience in non-profit operations with potential opportunities for special projects dependent on the intern's skills; work with a dynamic, diverse and creative program team; build a professional network in the space of the school nutrition community; and contribute to the positive impact Real Food for Kids is making in the lives of our school children.

Internship Semesters:

Real Food for Kids offers internships to generally coincide with university semesters. Exact start and end dates will be determined based on the intern's schedule. Internships may be extended for more than one semester.

- Spring: mid-January through early May
- Summer: mid-May through mid-August
- Fall: mid-September through Mid-December

Program Internship Duties:

Duties will change with each semester dependent on current program needs and will be discussed during the intern's interview. Internships can be tailored for graduate students completing a practicum for graduation. Interns should feel comfortable interacting with all Real Food for Kids' stakeholders, including students, parents/parent groups, educators, school and school system administrators and managers, community partners, board members and funders. An orientation in the organization's culture and values as well as advocacy training will be provided.

Possible Areas of Responsibility:

- Assist directors with development, planning and implementing special events and projects; these will vary each semester dependent on priorities; special projects as assigned
- Maintain and update program communications/social media plan; implement outlined communications as scheduled
- Office support, ie mailing list maintenance, email communication, social media posts, etc.
- Maintain Google Docs, Calendar, and other documentation
- Proactively offer ideas and suggest possible improvements to programs or processes
- Attend monthly meetings and other meetings as requested, i.e., Partner meetings, Program Development Team meetings, Board Meetings etc.

- Handle phone calls and emails from program team and constituents in a timely manner, seeking assistance when needed.
- Maintain professional appearance, appropriate to the occasion, when interacting with the public and partners
- Maintain a log of hours and duties completed

Qualifications:

- Current or Post-Graduate student
- Strong organizational, time management and communication skills; detail-oriented, enthusiastic about creative projects
- Strong interpersonal skills; ability to work independently and with a team; energetic and hard-working
- Experienced with Microsoft Word, Excel, Publisher, Google Docs and Google Hangouts; skilled in social media; willingness to learn new program-related technologies
- Photography, design and marketing experience a plus

Compensation:

Internships with Real Food for Kids are not paid, but offer valuable hands-on experience that allows students to explore areas of interest that align with their career aspirations. This internship is not designed simply for administrative support, although those duties are part of the larger learning experience.

How to Apply:

Please email the following to Mary Porter, Director of Programs, mporter@realfoodforkids.org:

1. your resume (must include address, cell number and email)
2. two references (one academic and one professional)
3. a one-page letter of interest that answers the following questions:
 - Why are you interested in an internship with Real Food for Kids?
 - What is your major/minor, focus of study, anticipated career path?
 - When do you expect to graduate?
 - How do your skills and experiences fit with the needs of the organization (please be specific about past jobs, internships, program/project experience, skills or knowledge that relate to the organization's mission)
 - What is your availability (days, hours) during the internship semester for which you are applying (please note class and work schedules as well as other conflicts)
 - Please indicate if you have your own transportation (for attending trainings, meetings and events)

Contact Information:

Real Food for Kids receives many request for internships, which we seek to make a positive, rewarding experience. Your application helps us determine the best possible fit for your abilities and our needs. If you have any questions or concerns, please contact Mary Porter, Director of Programs, 703-915-6608, mporter@realfoodforkids.org