



Nutrition Intern

Position: Nutrition Student Intern

Status: Internship; 3 month minimum; 17 hours/week minimum

Salary/Wage: Unpaid Internship; school credit possible (must be arranged with school)

Report to: Nutrition Department

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In our mission to lead the effort to eliminate hunger in our community, the Foodbank has distributed over 291.3 million pounds of food equating to over 242.9 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. During the 2015-2016 fiscal year, the Foodbank distributed over 18 million pounds of food equating to over 15 million meals to the community

Description:

The Foodbank of Southeastern Virginia and the Eastern Shore is seeking a Nutrition Student Intern. The Intern will further their education and gather real-world experience in the field of nutritional programs. The individual who fills this position can expect to learn from top to bottom the programs and processes used by one of the area's biggest non-profits to pursue a healthy initiative for the clients we serve and their families.

Working directly with the strategy and development teams and program coordinators, the Intern will be involved in all levels of applied nutritional support. The intern will work on many activities such as writing easy to follow menus and recipes, assist with on-site visits and mobile pantries, and USDA distribution. Serve as a liaison between the Foodbank and our Kids Cafe to provide assistance and support. Working with our Nutrition Coordinator, the Intern will help to ensure the nutritional value and safety of the meals reaching the area's children in need through programs such as Kids Cafe, Mobile Pantry and BackPack sites. The Intern must possess a passion for nutrition and helping those in need.

What you will learn:

1. Identify the needs of the population and the best practices for allocating resources to those in need
2. How to work in a professional office setting while communicating ideas and information across a variety of mediums
3. Standards and regulations of Feeding America and the USDA, as well as food safety regulations
4. How to coordinate and lead a nutrition education class



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5. Further your competence when working with people from diverse backgrounds
6. Tracking and updating data concerning child nutrition reports, as well as assisting in providing on-site training
7. How to create menus and nutritional plans, while tracking on-site inventory to ensure the applicability of created menu plans
8. Assist with identifying foods, recipes or guidelines to educate our clients with dietary restrictions or health conditions
9. Communicate with other local agencies to advocate for nutrition and health needs of community

What we require:

1. Minimum requirement
 - a. Summer Internship: 8-12 Weeks
 - b. Fall/Spring Internship: 12-16 Weeks
2. 15-20 hrs./week minimum requirement
3. Unpaid; school credit possible
 - a. must be arranged with college/university
4. Must be in Junior or Senior year
 - a. minimum GPA 3.0 (4.0 scale)
5. Business casual attire
6. Valid Driver's License and acceptable driving history.
7. An ability to work with people from diverse backgrounds.
8. Acceptable criminal background check, for working with families and children.
9. Basic knowledge of Microsoft Office Suite
10. Maintain client confidentiality
11. Office work includes but is not limited to follow-up calls, data processing, client management, and developing appropriate outreach materials and curriculum as needed.
12. Available Monday – Friday 8:00am-4:30pm occasional site visits to Kids Cafe

* It is the intern's responsibility to keep up-to-date on all university/college requirements for credit-eligible internships. This includes but is not limited to time-span, direct and indirect hour requirements, record maintenance, etc.

Preferred Skills/Knowledge

1. Interest in nutrition, education, food security, community organization, and/or direct service to clients
2. Majoring in Nutrition, Dietetics, Public Health, Health Promotion, or a related field of study
3. Ability to work with a diverse group of people in the scope of sensitive issues
4. Ability to work independently as well as collaboratively
5. Customer service skills
6. Excellent communication skills both written and verbal



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Benefits for the Intern

1. Onsite training and orientation
2. Resume booster
3. Gain essential experience in professional environment and learn transferrable skills
4. Opportunity to network with those heavily invested in field of nutrition
5. Be part of a team that makes a difference in the community you live in
6. Make professional connections through the wide set of our partner agencies

Ready to Apply?

You will need to submit a few things in order to get considered for the position:

1. Resume
2. Cover Letter
3. Letter of Recommendation

****Please send all required documents to orfrecruiting@foodbankonline.org.**

The Foodbank of SEVA values all of its interns and will go the extra mile to ensure that you receive a learning experience that fits your career goals. Learning the ins and outs of the nutritional supports used by a non-profit reaching thousands every year, you will come out of the internship with the experience and specific knowledge necessary to not only be marketable in the field but to be able to make a positive impact as well. We will ensure that you receive the support you need to complete requirements set forth by your institution or to pursue specific areas of interest to you. You will learn how to work in a professional environment and will have ample opportunity to network with department leaders and others in the field of nutrition.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.