SNAP Intern

Areas of interest:
Food assistance, Food security, Community organizing, Collective impact

Job Summary:
The SNAP intern will assist clients individually with SNAP application approval, submission and any additional questions. Intern will also be responsible for organizing records, files and spreadsheets on the SNAP program as well as other project that arise on an as needed basis. This position may involve collaborating and working closely with other community organizations locally and statewide.

Key Responsibilities:
- Respond promptly and accurately to questions that individuals (clients, community members or partners) have about SNAP.
- Follow up with clients who completed an application with our SNAP Outreach Coordinators within 2 weeks of submission date.
- Assist clients (as needed) with completing the SNAP application through the Compass website.
- Accompany SNAP coordinators to outreach events and distributions. Distribute flyers and SNAP information to target population.
  - Attend events unaccompanied after proper instruction is given
  - Some weekend and evening hours are necessary
- Maintain SNAP clients and community organizations spreadsheets.
- Implement a volunteer SNAP team component
  - Train new volunteers
  - Schedule and monitor the SNAP volunteers
  - Evaluate program on a regular basis
- Assist with other Food Security Partnership projects as needed.

Clearances:
- Act 33/34
- FBI

Qualifications:
- Ability to work with people from diverse social and ethnic backgrounds
- Ability to make presentations and develop and deliver information to a variety of audiences
- Ability to work independently and as part of a team
- Possess an attitude of collaboration for working with community organizations
- High quality customer service skills (exhibit objectivity, calmness and helpfulness)
- Attention to detail and follows through on tasks
- Excellent computer skills required
- Available to work evening and weekends as needed during a 40 hour work week
- Automobile and valid Pennsylvania Driver’s license are required