



220 Herndon Street
San Marcos, TX 78666
P: (512) 392-8300
F: (512) 392-5286
www.haysfoodbank.org

Position Description

Job Title:	Management Intern
Reports To:	Chief Executive Officer
Location:	Hays County Food Bank Office
Classification:	Volunteer, unpaid/available for academic credit

Position Summary

Hays County Food Bank Management Intern will focus on creative problem solving, organizing processes and communicating best practices and opportunities to our paid and volunteer resources. This dynamic position will have you working managing data one day, creating a lunch & learn development opportunity for staff another, and then researching vendors to lower costs and increase productivity. Ability to manage multiple projects and willingness to see the importance of the details will be key to success.

Duties and Responsibilities

- Conduct a variety of general administrative tasks as assigned
- Recruitment, hiring & training of interns
- Research and present employee and volunteer appreciation ideas
- Research and prepare various training topics for professional development of employees
- Assist with writing, editing and layout of policy and procedures documents
- Support general office duties and look for ways to make internal operations more efficient and productive
- Create schedule of safety tips on a variety of topics
- Assist with archiving and storage management
- Establish standard operating procedures for all processes implemented during internship
- Perform other duties as assigned

Qualifications

- Be responsible, flexible, hard-working, ethical, and committed to the mission of HCFB
- Completed or working toward a college degree, preferably in a related field (e.g., Human Resources, Business Management, Nonprofit Management)
- Ability to work cooperatively with a diverse range of people
- Self-starter
- Excellent critical thinking/problem solving skills
- Excellent verbal and written communication skills
- Community service minded
- Experience working with children and adults as well as managing small groups
- Computer proficient (including Microsoft Office, social media platforms, and Google apps)
- Excellent organizational skills

Administration

- Complete online Volunteer Application process.

- Complete Confidential Information & Intellectual Property Agreement.
- Communicate with supervisor regarding attendance, in a timely manner, through email.
- All interns regardless of department should learn about operations and volunteer for a warehouse and a food distribution shift. This will give them a more well rounded view of the food bank's daily operations.
- Interns should attend a speaker bureau training so they are prepared to speak on behalf of the food bank.
- Briefly meet with all Hays County Food Bank Employees to understand their role in the organization.
- If internship is for academic credit it is the responsibility of the intern to ensure that they meet all the requirements, such as hours, for their educational institution.

This position description does not list all the duties of the position. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. Hays County Food Bank has the right to revise this position description at any time. The position description is not a contract for employment.

Intern Signature	Date:
	__/__/____
Supervisor Signature	Date:
	__/__/____

INTERNAL USE ONLY

Approved by:	Denise Blok
Date approved:	June 2017
Reviewed:	