

FAMILY RESOURCE CENTER  
COMMUNITY EDUCATION BUILDING  
**Community Engagement Intern**

**Community Engagement Intern Position Summary**

The Community Education Building is currently ISO a Community Engagement Intern who will be responsible for assisting with the management of our onsite food pantry and Family Resource Center. As the Community Engagement Intern, you will assist with data entry management, and provide essential services to families in need. You will also support with managing and delivering family education services. The ideal candidate for this position is flexible, organized, data driven, and willing to learn new procedures to communicate with our families. This paid internship is ideal for college students or recent graduates interested in social work, social justice and social impact, community organizing, education, data management, and non-profit management.

**Community Engagement Responsibilities**

**Pantry**

- Provide kind, respectful and quality customer service to families coming for food or clothing support.
- Promote a welcoming environment for all families, community stakeholders, staff, and other collaborators.
- Document pantry visits.
- Support with intake of new families.
- Assist with managing volunteers.
- Support with ongoing restocking of food and preparation of food boxes.
- Deliver groceries to families that are unable to pick up from the food pantry. (Once per week & CONTACTLESS)

**Data and Community Engagement**

- Support with inputting data on families in a timely manner
- Make sure that the information in our database is up to date
- Support with coordination of community services/events/courses in collaboration with community partners and FRC staff.

**Requirements:**

- Interest in and aptitude for data management
- Ability to work independently and within a team environment and exercise good judgment.
- Maintain regular and consistent attendance.
- Comfortable in a multicultural setting and be able to help families whose English-speaking skills are not fluent.
- Able to carry/lift 30 pounds & performs some repetitive motion activities.
- Must have valid US driver's license.
- Available for on-site (in person support) on M, W, F from 10 am – 1pm.

Please submit a resume and cover letter to [info@cebde.org](mailto:info@cebde.org) to apply.