

Position Description: Intern, Healthy Food Financing (Philadelphia, PA)

Position: HFFI Intern	Department: Healthy Food Access/HFFI
Reports to: Project Coordinator	FLSA Status: n/a
Revised: September 2023	Classification: n/a

Position Summary

The Food Trust is looking for an enthusiastic and committed intern to help support the Healthy Food Access team in the implementation of multiple state-level Healthy Food Financing Initiatives (HFFIs). The Food Trust’s Healthy Food Access work combines rigorous research and policy advocacy to forge innovative public/private partnerships that bring grocery stores and other fresh food retail markets to underserved areas. This intern position provides an ideal opportunity for an individual interested in public policy, public health, research, urban planning, food systems and/or community and economic development to learn about the diverse efforts and strategies of a nationally recognized organization while building communication skills and practical experience.

Essential Functions:

- Work with project staff to research, track and assess relevant information and data related to healthy food financing program applications in multiple states around the country
- Conduct ongoing research and review articles related to healthy food financing and food access issues
- Communicate with external stakeholders and grant recipients
- Develop a special project based on interests/concentration of study
- Be available 5 to 30 hours per week (flexible)

Knowledge, Skills and Abilities

- Ability to work with others in a collegial environment
- Strong research, writing, communication, and organizational skills
- Have high integrity; a passion for excellence; excellent listening skills; and a commitment to The Food Trust’s mission
- Experience with Microsoft Excel, Access, or other contact management software a plus

Experience, Education and Licensure

Minimum Experience: Be enrolled in an accredited college or university in public health, political science, business or other related field of study.

Minimum Education: Studying toward a BA/BS degree from an accredited college or university in public health, political science, business or other related field of study.

Language: Bilingual (Spanish) is preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the intern will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The intern will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
- The intern will spend a majority of time sitting at a desk working at a computer workstation keyboarding, using a telephone, and performing routine clerical duties.
- The intern must occasionally lift and/or move up to 25 pounds.
- Operate related office equipment and use necessary tools.
- Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Position may require occasional trips to attend meetings.
- May require working non-traditional hours based on operational needs.
- This is a remote position with an option to go into the office in Philadelphia if desired.

How to Apply

Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference “HFFI Intern” in the subject line.

The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.