

Position Description: Nutrition Incentives Intern/Volunteer (Philadelphia - Hybrid)

Position: Intern, Nutrition Incentives	Reports to: Program Manager, Nutrition Incentives
Department: 141/Nutrition Incentives	Classification: Unpaid volunteer/intern with the opportunity to receive credit from their institution

Position Summary

Founded in 1992, The Food Trust works with neighborhoods, institutions, retailers, farmers, and policymakers across the country to ensure delicious, nutritious food for all. Backed by three decades of research and evaluation, our holistic, community-centered approach to nutrition security weaves together three core programming elements — access, affordability and education — as well as a focus on advocating for public policy solutions. More information about The Food Trust is available at www.thefoodtrust.org.

The Food Trust is seeking an intern or unpaid volunteer (with the opportunity to receive credit from their institution) based in the Philadelphia area to support the Food Bucks and Food Bucks Rx programs. The Food Trust’s Food Bucks program is a SNAP nutrition incentive program funded by the USDA. Food Bucks are coupons shoppers can earn when they shop and pay with SNAP benefits. Shoppers can then use these coupons to purchase fresh fruits and vegetables at participating stores or farmers markets. Food Bucks Rx are produce prescriptions distributed by local healthcare partners redeemable at participating retail sites and farmers markets.

These programs have multiple benefits, including improving nutrition insecurity in underserved communities, improving health outcomes, and supporting local farmers and businesses.

The Nutrition Incentives intern will work closely with the Nutrition Incentives Coordinator and Program Manager to complete the day-to-day tasks required to run this programming. This is a volunteer position with both in-person and remote responsibilities, available between 8-20 hours per week.

Internship activities could include:

- Scanning barcodes from redeemed Food Bucks and Food Bucks Rx paper coupons
- Inputting data into Excel and/or Google spreadsheets
- Preparing Food Bucks + FB Rx distribution packets
- Attending learning meetings or partner meetings
- Recruiting survey participants and administering surveys
- Creating flyers and promotional materials for the Food Bucks program
- Analyzing data to evaluate programming
- Conducting research to make recommendations to improve, innovate, or digitize our nutrition incentive programming

Desired qualifications:

- Enrolled in an undergraduate or graduate school program
- Excited about improving access to fresh food
- Strong communication and organizational skills

- Proficiency with Microsoft Office and Google Suite
- Skilled collaborator and team player
- Reliable and detail-oriented
- Tech-savvy and quick to learn new software applications
- Ability to work 8-20 hours a week
- Ability to work in a hybrid environment (1 day per week, Wednesdays, in the Philadelphia office, and remote otherwise)

How to Apply

Email your résumé and cover letter to foodbucks@thefoodtrust.org. Please reference “Nutrition Incentives 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.