



[The Friendship Center](#) (TFC) supports Chicago's northwest side by providing free, healthy groceries and other vital resources to over 4,500 neighbors per month. In addition to our food pantry, TFC offers weekly hot meals and home deliveries, as well as a monthly pet food pantry.

Job Description: Programs Interns will be responsible for helping plan and execute TFC's three programs: Hot Meal, Home Delivery, and Pet Food Pantry. Additionally, interns will support the Operations team in day-to-day logistics of the pantry. This role will be crucial in ensuring that we effectively serve the food-insecure populations of Chicago's northwest side.

Tentative Internship Dates: May 25–August 1, 2026, approximately 20 hours per week.

Responsibilities:

- Help manage the day-to-day operations of specific program distributions (Hot Meal, Home Delivery, and Pet Food Pantry) to ensure successful execution
- Work with a team of volunteers, helping manage and train for each program
- Maintain program records using Google Sheets and Airtable
- Analyze the efficacy of each program, utilizing feedback from clients and volunteers
- As needed, assist with daily pantry operations, including stocking, sorting, and checking in clients
- Collaborate with the Operations Team and other staff to ensure a high-quality experience for all community members

Interns should have an interest in social justice, community engagement, or food access work. Driver's License and proficiency in another language are encouraged but not required.

This opportunity is unpaid. However, The Friendship Center may be able to work with you and your college/university to obtain class credit or secure outside funding.

The Friendship Center embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain, and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential.