Winter Programs Internship

Founded in 1969, the Friendship Center (FC) brings Chicago together to create stronger communities, fostering hope and dignity through food, resources, and meaningful connection. We serve 6,000 neighbors a month through our client-choice pantry, providing food and items for the whole family, including cats and dogs. In addition to our pantry, we provide support through two ongoing programs: a Hot Meal service and a Home Delivery distribution of resources.

For more useful information on FC, please visit the following pages on our website:

- About and History
- Staff
- Pantry Info
- Program Overviews: Hot Meal, Home Delivery

Role Description

The Programs Intern(s) will be responsible for helping plan and execute FC's two programs: Hot Meal and Home Delivery. Additionally, the intern(s) will support the Operations team in the day-to-day logistics of the pantry. They will be crucial in ensuring that we can effectively serve our food-insecure neighbors.

Qualifications

- Openness to learning, growth, and feedback.
- Alignment with Friendship Center Mission; commitment to fostering an inclusive and safe environment at the FC.
- Familiarity with Excel and/or Google Sheets.
- Excellent attention to detail.
- Ability to collaborate with both volunteers and the Programs Manager and Programs Coordinator, respectively.

Responsibilities Overview:

- Collaborate with the Programs Manager and Programs and Volunteer Coordinator to support the day-to-day operations of specific program distributions (Hot Meal, Home Delivery, and Pet Food Pantry)
- Assist with coordinating volunteers for each program
- Assist with maintaining program records and data entry (Google Sheets)
- Assist with soliciting potential partners

- As needed, assist with daily pantry operations, including stocking and sorting
- Collaborate with the Operations Team and other staff to ensure a high-quality experience for all community members

Responsibilities by Program

Your time will be split between supporting FC's two programs, Hot Meal and Home Delivery. See "sample schedule" for a breakdown of responsibilities by day of the week.

Hot Meal

- Assist the Programs Manager and Programs Coordinator with planning the weekly menu and creating a shopping list.
- Assist the Programs Manager with purchasing necessary ingredients.
- Assist with creating Wednesday's ingredient prep list and with beginning prep for Thursday's dinner (chopping vegetables, batch canned goods, chop protein, etc.).
- Assist with checking in front-of-house volunteers and/or back-of-house volunteers for Thursday Hot Meal service (6 PM-7:30 PM).

Home Delivery

- Conduct phone banking for Home Delivery clients to confirm grocery deliveries and update as needed.
- Assist with stocking shelves for Home Delivery shoppers, focusing on toiletries and easy-to-prepare foods.
- Support Home Delivery shoppers, especially by retrieving specialty items not already on front-of-house shelves.
- Act as a ride-along with either the Programs Manager or Program Coordinator to conduct van grocery deliveries.

Schedule

➢ Flexible Internship start and end dates

Weekly Hours (15/week total)

- Tuesdays (optional) 11 AM- 2 PM
    - 11:15 AM–12:30 PM Team/Operations Meeting
- Wednesdays 2–7 PM
- Thursdays 3–8 PM
- Saturdays 9:30 AM –2:30 PM