



Position Title: Meals for Better Living Senior Nutrition Program Assistant Intern

Purpose: The purpose of Thrive Alliance Senior Nutrition Program is to reduce hunger and food insecurity, promote socialization, and promote the health and well-being of older individuals in a variety of congregate and distribution settings or by home-delivery to older individuals who are homebound. Services are targeted to those in greatest social and economic need and at risk of institutionalized care.

This internship will concentrate on the administrative and coordination tasks related to the management of the congregate meal sites, commodity food distribution sites, and the home-delivery meal routes and participation in the planning and implementation of a fundraiser in support of the nutrition program.

Key Responsibilities:

- Assist program office staff with daily administrative tasks including filing and maintenance of client files.
- Data entry and preparation of required reports from program database.
- Prepare large copy jobs including documents for 14 Senior Lunch Sites.
- Assist as needed at Senior Lunch sites with preparation and serving or delivery of food
- Assist as needed at designated Gleaner's sites with distribution of commodity food boxes
- Assist with activities to promote socialization of meal site participants.
- Communicate information on upcoming events to program participants.
- Participate in planning and implementation of major fundraiser in support of the program.
- Assist staff in development of program marketing and public relations materials.
- Conduct online research of grant opportunities pertaining to the nutrition program.

Qualifications:

- Have a desire to work with and to support the elderly population.
- Possess strong written and oral communication skills.
- Demonstrate above average computer skills.
- Be organized and detail-oriented.
- Possess good people skills and problem-solving ability.
- Be willing to assure complete objectivity and confidentiality to every client.
- Experience with fundraising a plus.

Location: Thrive Alliance office located in the Doug Otto United Way building located at 1531 13th Street, Suite G900, Columbus.

Reports to: Director of Meals for Better Living and Program Assistant will supervise this internship.

Time Commitment: Minimum of 10 hours per week.

Training and Support: Orientation to the agency conducted by Volunteer Resource Manager; two- hour training on duties of the internship conducted by Senior Nutrition Staff; ongoing supervision provided by Nutrition Staff.

Benefits: Experience the challenging requirements of a non-profit receiving government funding and, specifically, become familiar with the issues facing a fast growing aging population, as well as homebound disabled, and the effects of recent federal budget cuts on Senior Nutrition Programs.

Contact: Vickie Bateman, Volunteer Resource Manager, vbateman@thrive-alliance.org, 812-372-6918.