



2017 Summer Internship Job Posting

Organization: **Feeding Tampa Bay** Contact Name: **Rhonda Gindlesperger**

Job Title: **Agency Relations and Programs Intern** # Positions Available: **1**

Company Overview

Feeding Tampa Bay food bank is a hunger relief organization who feeds the 700,000 hungry in West Central Florida. Feeding Tampa Bay is committed to building community awareness and creating an efficient food distribution network in a 10 County area.

Job Description: The Agency Relations and Programs Intern will assist with the projects within the department by maintaining, creating and sustaining various tasks related to partner agencies and program sites.

Job Duties and Responsibilities:

- Organizing agency/program files
- Filing agency/program documents
- Entering agency/program information into spreadsheets
- Making photocopies of important agency/program documents
- Scanning documents into computer system
- Making phone calls to agency/program sites
- Other duties and responsibilities as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Age(s): 16 and older

Dependable Transportation: Yes



Skills Needed:

- Knowledge in Microsoft office Software
- Computer literacy and data entry
- Interpersonal skills and ability to interact professionally with the public
- Oral, written and interpersonal communication skills
- Superior Customer Focus
- Strong team player and peer relationships
- May be required to work some weekends and/or adjust work schedule to meet deadlines
- Exercise good judgment and discretion; strong ethical character capable of handling confidential information
- Ability to work some nights and weekends, outdoors and in low income areas
- Ability to work independently and responsibly

Job Location: Feeding Tampa Bay, 4702 Transport Drive, Building 6 Tampa, FL 33605

How to apply for this position:

Email? Yes

Email: rgindlesperger@feedingtampabay.org

Attach a resume? - YES