



Position: **Summer Meals Intern**

Status: **Part-Time, Non-Exempt (estimated 20 hours/wk), \$3000 summer stipend**

Reports to: **Pantry Manager**

About Healthy New Albany:

Healthy New Albany (HNA) is a non-profit organization dedicated to cultivating and inspiring healthy living. The organization oversees a thriving farmers market, community garden, food pantry and offers regular, year-round health-based community programming and education.

Position Summary:

The Summer Meals Intern will be responsible for leading the Summer Meals program and supporting the day-to-day operations of the Healthy New Albany Food Pantry. The Healthy New Albany Food Pantry is open for shopping two weeks a month serving approximately 200 families each week. In addition, every week during the summer break, we deliver almost 300 meal bags to kids in the New Albany-Plain Local District that depend on free and reduced lunch during the school year. The intern position requires frequent contact with staff, volunteers, vendors, clients and the general public. A successful candidate will be caring, compassionate and willing to serve others with a sense of hospitality and enthusiasm.

Attributes

- A genuine passion for the mission of Healthy New Albany
- Strong interpersonal skills and a customer service-oriented approach.
- Reliable, punctual, and professional.

Key Responsibilities

- Meeting, planning, and communicating regularly with Pantry manager and other staff members
- Making space for summer meal items coming in from Mid Ohio Food Collective (MOFC) and attending MOFC truck unloadings on Tuesday afternoons
- Lead volunteers through meal packing and produce packing
- Setup/cleanup for meal packing every week, including trash and recycling
- Setup and cleanup the downstairs conference room for produce packing, including trash and recycling
- Setup and cleanup of the upstairs conference room that is used for storage of summer meal bags
- Pick up and meet donations and shop for summer meals items
- Proactively communicate issues and concerns and troubleshoot issues that arise with the Pantry Manager
- Lead volunteers on Sunday with the delivery pickups
- Deliver any bags not delivered on Sunday (i.e., if a problem arises)



- Handle client communication and route paperwork with support from Pantry manager

Physical Requirements

- Ability to lift up to 50lbs
- Must be able to climb stairs and carry boxes up to 25lbs up and down stairs
- Frequent bending and lifting required

Minimum Qualifications

- High School Graduate or older
- Excellent verbal and written communication skills
- Skilled in Google Workspace: Google Docs, Google Sheets, Gmail, etc.
- Familiarity with Canva or similar tool to create handouts and presentations (preferred)
- Comfortable leading groups of volunteer

Schedule

- Approximately 20 hours per week, primarily in person at the food pantry
- This position starts on May 26 and ends on August 11 and pays a summer stipend of \$3000
- Tuesdays - 9-1pm or 12:30-4:30pm, depending on the week
- Thursday - 9-12pm
- Fridays 9:00am-12:00pm or 9:00-3:00pm, depending on the week
- Sundays 8-10:30am
- Flexible administrative work
- Other mutually agreed upon hours as needed

Working at Healthy New Albany:

At HNA, we believe in empowering our employees with a flexible, hybrid work model that promotes work-life balance and individual ownership. We're committed to a culture that blends professionalism with a genuine enjoyment of our work. We're passionate about what we do, committed to cross-functional collaboration, and thrive in a dynamic, agile environment. While we value flexibility, we also understand the importance of in-person connection and regularly come together as a team.

Healthy New Albany is fair and equal in all of its employment practices for persons without regard to age, race, color, religion, gender, national origin, disability, veteran status or sexual orientation. Additionally, we embrace diverse teams & perspectives, and find strength in the diversity of cultural backgrounds, ideas, and experiences.