

Summer Food Drive Internship

2010 Paid Internship Opportunity!



Western Fairfax Christian Ministries (WFCM), a premier provider of homelessness prevention services in western Fairfax County, Virginia, is looking for an intern to coordinate our summer food drive program. WFCM serves the neediest residents of the community by providing a food pantry and emergency financial services, as well as a number of other programs focused on homelessness prevention.

Applicable Fields: Social Work, Non-Profit Management, Fundraising & Development

Job Summary: The Intern will be responsible for identifying businesses and other organizations within the local community who are able and willing to hold food drives on WFCM's behalf. Responsibilities will include providing support to each organization holding a drive, identifying foods to be collected, coordinating delivery dates and time, and helping receive and process donated goods. The Intern will be able to recruit and manage volunteers to assist in the drives.



Tasks Include:

- Identify and contact potential participants in the summer food drive program
- Communicate specifics of each drive and coordinate deliveries
- Assist food pantry manager in identifying current needs
- Create and maintain database to contain all information relating to drives
- Create Power Point presentations to update board of directors



Qualifications:

- Currently enrolled as a full-time undergraduate student, returning as a full-time undergraduate in fall of 2010
- Detail oriented and organized
- Enjoys and is able to work independently
- Excellent communication skills
- Proficient with MS Office
- Interest in working in the non-profit community
- In agreement with WFCM's mission statement. Please visit our website at www.wfcmva.org.



Commitment / Questions / Applications:

- 8 weeks during May - August, 35 hours per week
- Stipend of \$3,000
- Please call Pam Ryan, Director of Development at 703-988-9656 ext. 3 with any questions, or send an email to development@wfcmva.org.
- Send resume and cover letter by April 1, 2010 to: WFCM Internships
P.O. Box 220802
Chantilly, VA 20153

This internship made possible through the ExxonMobil Community Summer Jobs Program.