

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2018**

Organization Name:

Wholesome Wave Georgia

Address:

2033 Hosea L Williams Dr. Unit B
Atlanta, GA

Phone:

470-210-6283

Web site:

www.wholesomewavegeorgia.org

Internship Supervisor:

Rachael Ward, Director of Programs

Supervisor's contact information including e-mail.

rachael@wholesomewavegeorgia.org

470-210-6283

Organization's Mission Statement:

WWG's mission is to strengthen local food communities by empowering networks of farmers to facilitate access to and awareness of healthy food choices

Summary of organization's primary programs and services:

At Wholesome Wave Georgia (WWG), we believe all Georgians should have access to good, wholesome and locally-grown food. Founded in 2009, WWG's mission is to strengthen local food communities by empowering networks of farmers to facilitate access to and awareness of healthy food choices. In 2009, WWG launched as a state-wide chapter of Wholesome Wave National's Double Value Coupon Program to double Federal Nutrition Assistance (FNA; i.e., SNAP, WIC) benefits at Georgia farmers markets through their Georgia Fresh for Less (GF4L) program. WWG has grown from three partner farmers markets in 2009 to a network of over 60 markets and direct-marketing farms today. WWG launched the Southeast's first Fruit and Vegetable Prescription Program in 2015, connecting low income families with chronic illness to health care providers and nutrition and culinary education. Since 2009, WWG has provided over \$1.8 million in healthy food to Georgia's FNA recipients and in revenue to local farmers.

Intern's title:

- 1) Fruit & Vegetable Prescription Program Intern
- 2) Pilot Projects Intern

Number of interns requested: 2

Internship project/job description:

1) Fruit & Vegetable Prescription Program Intern

- a. Reporting to and working at the direction of the Director of Programs and Programs Coordinator, the Intern of WWG will have responsibility for assisting with implementation and evaluation of the Fruit & Vegetable Prescription Program (FVRx). The Intern will work closely with WWG's Director of Programs and Programs Coordinator to develop a work plan that outlines all work duties.

FVRx Program-

- Assist program sites in implementation of the program including technical assistance, bi-monthly check in calls, resource and best practice sharing, and evaluation
- Coordinates with 4 FVRx sites to ensure accurate and timely completion and reporting of all documentation at end of each month. These documents include:
 - Attendance, prescription redemption, and reimbursement tracking sheets, as well as monthly surveys entered into Qualtrics
- Clean and analyze behavioral and biometric data collected by sites over the course of the 6 month program
- Regularly share information about programs and progress with WWG staff

SNAP enrollment-

- Help individuals enroll in and renew SNAP benefits (formerly known as food stamps) at partner markets and through assistance line
- Coordinate enrollments with members of FVRx program
- Conduct enrollments at FVRx sites
- Track completed applications and follow up to ensure benefits are received

Operations -

- Field questions, emails, and calls regarding WWG programs and related organizational inquiries
- Occasionally attend outreach events to promote programs
- Assists with organizing and distributing GF4L marketing materials to community partners
- Miscellaneous tasks as they arise

2) Pilot Projects Intern

- a. Reporting to and working at the direction of the Director of Programs and Programs Coordinator, the Intern of WWG will have responsibility for assisting with outreach related to the Georgia Fresh for Less (GF4L) program and conducting SNAP enrollments at partner farmers markets. In addition, the Intern will assist with the implementation and evaluation of two pilot programs that assist markets and shoppers with the GF4L program. The Intern will work closely

with WWG's Director of Programs and Programs Coordinator to develop a work plan that outlines all work duties.

Pilot Project Management & Evaluation-

- Assist markets in becoming authorized to accept EBT/food stamps
- Assist with implementation and evaluation of Senior Farmers Market Nutrition Program voucher program including:
 - Coordinating phone surveys with seniors and farmers participating in the program
 - Adapting and administering survey tools
 - Analyzing data and presenting information in a concise report
- Assist with implementation and evaluation of market manager scholarship program including:
 - Tracking of compliance to program requirements
 - Adapting and administering survey tools
 - Analyzing data and presenting information in a concise report

SNAP enrollment-

- Help individuals enroll in and renew SNAP benefits (formerly known as food stamps) at partner markets and through assistance line
- Coordinate enrollments at partner farmers markets and community organizations
- Conduct enrollments at partner farmers markets and community organizations
- Track completed applications and follow up to ensure benefits are received

Operations -

- Field questions, emails, and calls regarding WWG programs and related organizational inquiries
- Attend outreach events to promote programs
- Assists with organizing and distributing GF4L marketing materials to community partners
- Miscellaneous tasks as they arise

Qualifications:

1) Fruit & Vegetable Prescription Program Intern:

- a. Organized, professional student who is able to multitask and juggle several tasks at once without sacrificing quality of work
- b. Experience with program evaluation and data cleaning and coding needed
- c. Community minded and passionate about sustainable food and low-income populations, experience working with low-income populations and/or food access preferred
- d. Excellent, clear, and concise communicator in both verbal and written communications
- e. Available to travel around the state when needed (has access to a car and is comfortable driving long distances on a limited basis)

2) Pilot Projects Intern:

- Organized, professional student who is able to multitask and juggle several tasks at once without sacrificing quality of work
- Experience with program management, evaluation and some data analysis skills

- Community minded and passionate about sustainable food and low-income populations, experience working with low-income populations and/or food access preferred
- Excellent, clear, and concise communicator in both verbal and written communications
- Available to travel around the state when needed (has access to a car and is comfortable driving long distances)
- Some availability on nights and weekends to visit partner farmers markets and farms

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:

No

Will the internship require that the student have a car?

Yes, definitely for Pilot Projects Intern. FVRx intern could be okay with out a car

Is placement site accessible by public transit or other transportation options?

Yes, not far from East Lake Marta station with bus stop right across from office