

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2019**

Organization Name: Second Helpings Atlanta

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Internship Supervisor: Joe Labriola

Supervisor's contact information including e-mail.

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Organization's Mission Statement:

Second Helpings Atlanta's mission is to positively impact food insecurity and the environment in the five-county Metropolitan Atlanta area by rescuing surplus food and distributing it to those in need.

Summary of organization's primary programs and services:

Second Helpings Atlanta is a non-profit food rescue organization whose mission is to reduce hunger and food waste in the metro Atlanta area by rescuing nutritious, surplus food and delivering it to Partner Agencies who feed the hungry every day. With a community of nearly 500 volunteers, SHA rescued over 1.53 million pounds of food in 2017, enough to provide more than 1.27 million nutritious meals that otherwise would have ended up in a landfill. Throughout the year, SHA Volunteers (using their own vehicles) rescue food from its network of over 80 Food Donors, transport it to one of their 50+ Partner Agencies and return home in 90 minutes or less. Since their first food pick-up in 2004, SHA has collected and distributed nearly 9 million pounds of food, enough to provide over 7.5 million meals.

Intern's title: Corporate Engagement Program Intern

Number of interns requested: 1

Internship project/job description:

Second Helpings Atlanta's Corporate Engagement Program is focused on identifying, recruiting, on-boarding and managing our ongoing relationship with companies in the metro Atlanta area that are interested in supporting SHA's mission through the donation of healthy, prepared, surplus food and/or encouraging their employees to volunteer their time and skills. The program is designed to enable SHA to leverage and extend their corporate relationships to:

- Rescue tens of thousands of pounds of healthy, prepared, surplus food every year from employee and executive dining halls and catered corporate events.
- Utilize employees of these companies to supplement SHA's community of volunteers in a variety of ways (e.g. skills-based volunteers, "adopt a route" drivers, community service projects, regular SHA drivers).
- Be considered for corporate sponsorships and/or grants to help fund the continued expansion of our food rescue network.

Our ability to implement a thriving Corporate Engagement Program depends on the close collaboration among all members of SHA's staff as well as members of each company, including their food services vendor, facility/security team, Marketing/PR team, Corporate Responsibility team and Employee Resource Groups, including the following activities:

- Recruiting and on-boarding new Food Donors
- Developing food pick-up and delivery logistics
- Scheduling pick-ups and managing weekly schedules
- Presenting employee engagement options and developing a tailored program for each company
- Promoting the program through social media, facility signage, newsletters and the media
- Meeting with members of corporate foundations and preparing compelling grant applications
- On-going relationship management

SHA's Corporate Engagement Program aims to address hunger as a public health issue by collaborating with socially-minded businesses of all sizes in the metro Atlanta area. Currently, the Corporate Engagement Program enables Atlanta businesses to join us in the mission of reducing food insecurity in several ways:

- Preventing food waste and delivering donated food from grocery stores and other Food Donors to local community organizations that aid our Atlanta neighbors who are food insecure by "adopting" a route.
- Packaging and preparing hot meals for delivery to local community organizations.
- Making sandwiches or assembling sack lunches or after school snack packs for local community organizations.

- Volunteering their skills in finance, technology, fundraising, etc.
- Supporting SHA financially through corporate sponsorships or foundation grants.

The objective of this community-engaged learning project is to identify the top 50 community-minded companies in the metro Atlanta area that are attractive companies to pursue, identify philanthropic areas of interest that are a good match for SHA's mission, identify key Social Responsibility leaders in each organization and initiate discussions to gauge levels of interest in participating in the program. The discussions can also uncover if additional program components are needed to increase levels of interest and participation by the intended audience. The goals of the internship project are to:

- Standardize the process SHA uses to evaluate companies for inclusion in the program.
- Get more companies engaged supporting SHA's food rescue mission by offering a variety of compelling ways their employees can get involved.
- Obtain foundations grants and sponsorship packages from companies as a result of their ongoing involvement in SHA's Corporate Engagement Program.

Qualifications:

- Strong interpersonal, oral and written communication skills
- Ability to lead positively by establishing and maintaining positive working relationships with others, both internally and externally, to achieve the goals of SHA
- Work cooperatively and foster teamwork with others to set goals, resolve problems and make decisions that enhance organizational effectiveness
- Determine strategies to move SHA forward by being organized, setting priorities, developing a work schedule and monitoring progress toward goals
- Proficiency in Microsoft Office Suite and Google tools

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here: None

Will the internship require that the student have a car? Yes

Is placement site accessible by public transit or other transportation options? We are a virtual organization and have no physical office space. Periodic meetings will be scheduled & held in locations convenient for all invitees.