

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2023**

Organization Name: Wholesome Wave Georgia

Address: 777 Cleveland Avenue, Suite 400, Atlanta, Georgia 30315

Phone: 404-551-5996

Web site: www.wholesomewavegeorgia.org

Internship Supervisors:

Alex Duncan, Georgia Fresh for Less Program Manager

Sarah Moore, Director of Operations

Supervisor's contact information including e-mail:

alex@wholesomewavegeorgia.org - Tel: 404-823-5434

sarah@wholesomewavegeorgia.org - Tel: 404-823-5165

Organization's Mission Statement:

Wholesome Wave Georgia (WWG) believes that 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.

Summary of organization's primary programs and services:

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 its Georgia Fresh for Less program. WWG has grown from three partner farmers markets in 2009 to a network of 80+ markets, farms, and stores today.

Since 2013, WWG has partnered with the Georgia Division of Family and Children Services (DFCS) as a Community Partner to provide screening, enrollment, and renewal assistance for public benefits like SNAP, Medicaid, and CAPS. The Georgia SNAP Connection program seeks to meet SNAP

applicants where they are and reduce the barriers to applying for and renewing food assistance and other benefits.

Intern's title: Community Outreach Intern

Number of interns requested: **2**

Internship project/job description (please include a virtual/socially distanced option if possible):

Reporting to one of our program managers, the intern(s) will rotate through a number of tasks to get a feel for the varied components involved in supporting the operations of a small non-profit organization. The intern(s) will primarily support the outreach needs of our Georgia Fresh for Less and Georgia SNAP Connection programs. Responsibilities include, but are not limited to:

Position Description*

Remote

- Help Georgia families with SNAP/food stamp and other public benefit applications remotely via phone and email
- Collect and enter outreach and application assistance data into Salesforce database to monitor program goals
- Assist with virtual outreach related to the Georgia Fresh for Less (GF4L) and Georgia SNAP Connection (GSC) programs
- Coordinate with GF4L partner sites to schedule survey participant administration events and promote the survey events
- Assist with updating and preparing survey materials
- Other programmatic and administrative support duties as needed

In-person

- Visit our farmers market and community partners to share information about Wholesome Wave Georgia and help with public benefit applications
- Administer surveys to Georgia Fresh For Less program participants at partner farmers markets, farms, and grocery outlets

**If 2 interns are selected, position duties may be split between those supporting the Georgia Fresh for Less program and the Georgia SNAP Connection program.*

Qualifications (Remote):

- Organized, professional student who is able to juggle several tasks at once without sacrificing quality of work
- Excellent, clear, and concise communicator in both verbal and written communications
- Experience with data entry preferred
- Experience with research methodology or survey administration experience is preferred
- Excellent administrative skills including strong knowledge and experience with developing and maintaining spreadsheets, collaborative Google Drive documents, and Microsoft Office
- Community-minded and passionate about sustainable food and low-income populations; experience working with low-income populations and/or food access preferred

Additional qualifications if in-person opportunities are available:

- Available to travel around Georgia area when needed (has access to a car and is comfortable driving long distances)
- Regular availability on weeknight evenings and weekends to visit partner farmers markets and farms; priority on Saturday availability
- Able to lift up to 25 lbs while transporting and setting up equipment at outreach events.

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

N/A

Will the internship require that the student have a car?

Yes (if in-person opportunities available)

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

Yes