



Community Food Bank Internship Program Fall 2006

Community Food Bank (CFB) is accepting resumes for internship positions in its **Programs and Services Department** for the fall.

Community Food Bank is the single largest resource to help feed the hungry in the Central Valley. Distributing more than 7 million pounds of food, CFB is growing and expanding its service to help the growing need in the valley. Community Food Bank was established in 1992 to serve in-need individuals and families throughout Fresno County. Since then, we have expanded our services to Madera and Kings Counties. To further meet the needs of low-income families in the valley, CFB became a local management agency for the United States Department of Agriculture's (USDA) Emergency Food Assistance Program. In 1995 we merged with Fresh Food Link, a group within the Fresno Farm Bureau, to receive fresh fruits and vegetables to better meet the nutritional needs of the hungry. CFB is also a certified affiliate of America's Second Harvest, the national network of food banks and the nation's largest charitable hunger-relief organization.

Today, Community Food Bank services more than 140 agencies that range in size from large food and kitchen pantries, to very small distribution locations. In addition, CFB has 52 USDA sites in Fresno County. Community Food Bank is expected to distribute more than 8 million pounds of food in the next year.

The Community Food Bank Internship Program is an exciting challenge that will provide interested students with insight and experience into the inner workings of a non-profit. Interns will report directly to the Director of Programs and Services and the Agency Relations Representative.

Duties include:

- **Answer phones**
- **Maintain databases**
- **All aspects of event planning**
- **Compose and edit content for agency and donor newsletters**
- **Work with Member Agencies to resolve problems and concerns**
- **Attend various events and meetings**
- **Complete special projects as assigned**

Interested candidates should have good written and oral communication skills and have minimal computer experience, especially in Excel.

Please contact **Dayatra Latin** at **(559) 237-3663** for more information.