

Title: Summer Internship

Stipend: \$3,000

Work Type: In-Person

Seasonal: 10 – 11 weeks June through August

Overview

Integrated Family Community Services (IFCS) invites high school and undergraduate students to apply for a summer internship and join a community-driven nonprofit. **IFCS is accepting applications for June 2024.**

Integrated Family Community Services believes everyone deserves to be healthy, and that individual access to nutrition affects the overall health of our society. To achieve this vision, IFCS offers a variety of programs including daily hunger alleviation food distributions, financial assistance, and wellness vouchers to local recreation centers. Our Company Culture IFCS is based on the desire of one woman in Englewood to make a difference in her community. We aim to emulate that day-in and day-out by leveraging donations, grants, and volunteers in the Denver Metro Area to the benefit of our neighbors earning low incomes or living with fixed incomes. Our small team is dynamic and diverse, representing varied racial, cultural, and religious backgrounds.

Main Responsibilities for the Intern

- Provide bilingual support service to participants on new enrollment, update profiles, lost food bank card, and data entry issues needed to enter the no-cost food market.
- Educates participants about the IFCS financial assistance and enrichment programs, as well as external community resources.
- Does research on community resources and updates resource handouts as needed.
- Aids Program Director with additional program related tasks as needed.
- Assist Food Market for additional tasks in the Market.

Key Skills Required for Success

- Good interpersonal skills that actively listens and gives compassionate services to participants.
- Bilingual and able to read, write and speak Spanish proficiently.
- Accurately completes data entry with good speed and attention to detail.
- Willing and able to work with people from a variety of socioeconomic, cultural, and personal backgrounds including individuals with diverse identities and/or disabilities.

Expected Takeaway from the Internship

- Advanced understanding of IFCS Hunger Alleviation, Financial Assistance and Wellness Programs.
- Working knowledge of Denver Metro Area community resources and systems for people experiencing poverty.
- Gain experience in problem solving, customer service, and oral communication skills in a fast-paced environment.
- Increase computer skills in Microsoft Office, Database Entry, and Email communication.
- Practice speaking, writing, and reading Spanish.

Work Schedule

Interns will be expected to work in-person for 12 – 15 hours a week Monday through Friday. The schedule is flexible but must be during office hours 8 am – 4:30 pm.

Compensation

Total stipend amount is \$3,000 per term divided into two sums paid at the halfway point and at the completion of hours.

Course credit at the university/college level if applicable.

Application Instructions

Fill out an application form on www.ifcs.org/internship. If your application is selected for a phone interview, IFCS will reach out. Interviews will be conducted on a rolling basis.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, Integrated Family Community Services is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.