Job Description: Community Mobilization Fellow– Summer 2017

Title: Community Mobilization Fellow  
Department: Government Relations
Reports to: Community Mobilization Manager  
Location: 39 Broadway, New York, NY

Position Description:
Food Bank is seeking a Community Mobilization Fellow to assist with projects to mobilize stakeholders in support of Food Bank For New York City’s anti-hunger policy agenda. Projects will include assisting in the coordination of a series of candidate forums, voter registration drives, as well as supporting issue education and advocacy campaigns. The Fellow will work with Food Bank’s government relations team who are responsible for engaging stakeholders – our network of partner community based social service organizations, and government officials and their staff in City, State and Federal government – to maximize support for anti-poverty policy and legislation. The ideal candidate is a student who has completed social service or public policy-related course work and has experience or interest in coordinating events and community organizing. Excellent opportunity for high-profile experience and great connections.

Responsibilities include, but are not limited to, the following:

- Support Food Bank’s candidate forum series for select open City Council seats.
- Facilitate voter registration drives with our network of emergency food providers.
- Develop, track and maintain social media engagement with advocacy stakeholders.
- Update and manage web content for advocacy events and action.
- Coordinate with Food Bank’s volunteer service team to engage supporters to assist advocacy projects.
- Draft background briefings on local issues, candidates and other policy issues.
- Draft correspondence, coordinate communications and meetings, other administrative tasks.

You will learn:

- Food Bank’s multi-pronged approach to fighting food insecurity in New York City.
- Public policy, legislation and budgets that affects the emergency food network.
- Food Bank’s strategic issue advocacy to affect positive change for food insecure New Yorkers.

Qualifications:

- Coursework in social services or public policy-related work, preferably in the area of poverty and hunger, advocacy or community organizing.
- Comfort with travel to partner locations throughout the five boroughs.
- Occasional week day evening availability
- Strong written and oral communication skills, including comfort speaking to partners on the phone.
- Computer proficiency in Microsoft Office, Google Apps, and social media.
- Reliable co-worker and team player with a collegial and professional manner and outlook.
- Organized and capable of multi-tasking.
- Knowledge of government nutrition assistance programs is a plus.
- Multilingual ability, particularly Spanish, is a plus.

Hours, Start Date and Duration: Summer 2017

A firm commitment of at least 14 hours per week, flexible within business hours (9:00 am to 4:30 pm), for at least 8 weeks is required. The internship will start at a mutually agreed upon date and may continue through the 2017 academic year depending on mutual interest and satisfactory performance.