We value your time as an applicant and have created this document to help answer any questions you may have about the role or Swipe Out Hunger!

**THE BASICS**

**Where is this job located?**

Swipe Out Hunger is a fully remote organization with staff located across the United States. Sage McCoy, the supervisor for this role, is located in Arkansas (CST).

**What is the start date?**

Goal start date is August 28th, 2023 and the internship will end after 6 months.

**What is the salary range for this role?**

The Programs Intern will work 10-15 hours per week with an hourly wage of $20/hour.

**What are the typical working hours?**

Staff generally work between 9am-5pm according to their time zone with the understanding that occasionally a meeting may start before or end after a typical work day. We appreciate the flexibility of the remote work space and encourage folks to find a cadence that supports their lifestyle.

**What is the culture of Swipe Out Hunger?**

Swipe Out Hunger aims to be a human-first workplace. We are a mighty and growing team who over the past year has scaled college and university partnerships from 150 campuses to 600+. We are intentional about how we carry out our work, and balance the inherent need our partners face to support students' basic needs. As a deeply committed team, we are serious and professional about our programmatic operations and how we interact in the workplace, and at the same time don’t take ourselves too seriously. We care deeply about one another, celebrate wins together as a team, and center our mission and students everyday. Additionally, we are constantly understanding how to continue supporting staff and their well-being.
What does the timeline look like?

| APPLY (Approx 15 mins) | Please complete our application.  
| *The application form must be submitted for consideration. |
| DEADLINE | Sunday, August 13 at 11:59PM EST |
| Part 1: Video Screener Application | The hiring manager will select candidates to submit a two questions video screener to support their application. |
| Part 2: Virtual Interviews via Zoom with Hiring Manager | Virtual interviews will be with the hiring manager. We will share specific details as the interview day approaches. |
| Part 4: Reference Checks, Offer Extended | Swipe Out Hunger will ask for 2-3 references for this role.  
| We encourage finalists to ask more questions about working at Swipe Out Hunger. |

THE ROLE

Who does the Program Development & Network Support Intern report to?

You will report to Sage McCoy (she/her), the Programs & Partnerships Manager in the Programs Department at Swipe Out Hunger.

What are the values of the Swipe Out Hunger team?

- **We center our campus communities.** We are stronger when our campus partners have what they need to thrive. In our role, we convene, put students first, invite people and community in. We make space for anyone interested in supporting students’ basic needs…yes, you can sit with us.
- **We take risks and default towards action.** Our curiosity outweighs our personal and professional fears. We show up every day knowing we must test, listen, learn, provoke in order to best serve. Through this, we remain strategically advantageous, finding opportunities to have outsized impact.
• **We welcome vulnerability.** We embrace and make space for vulnerability as a pathway to authentic connection, joy, and trust. We voice fears, concerns, dreams and hopes and in doing so, we deepen our trust within one another. This means we can ask tough questions and truly kick the tires on our programs, leading to work that is cutting edge, effective and inclusive.

• **We plan, communicate, and live with integrity.** Our communication is clear, direct, and mission centered. We remind each other that change is constant, so we must be like water. Just like our programs which evolve each year, we are adaptive. Our work place of integrity is possible because we trust each other.

**What are the mission, vision and values of the Programs Department?**

• **Mission:** Partner with college campuses to establish, expand, and sustain food justice initiatives through program support, community building, and student engagement.

• **Vision:** Create a new normative culture on college campuses where no student has to choose between food and their education.

• **Values:** Equity, Creativity, Innovation, Human-Centered, Transparency, Integrity, & Fearlessness

**What are the learning outcomes associated with this role?**

In addition to learning outcomes YOU create alongside your supervisor, by the end of your internship, you will be able to...

• **Confidently create and facilitate** interactive, effective, educational advisory group meetings and one webinar in a collaborative team environment

• **Set agendas and lead collaborative meetings** with peers and professionals

• **Understand the basics of maintaining a Customer Relationship Management (CRM) system** through database management projects and supporting the team in replying to support requests

• **Clearly communicate the issue of student hunger and food insecurity** with multiple audiences & stakeholders and in various contexts

• **Work collaboratively in a fully remote environment** with professionals in multiple time zones using a comprehensive tech stack including Slack, Monday.com, Hubspot, Zoom, and Google Suite

• **Gain a foundational understanding of** nonprofit management, governance, and strategic planning at a anti-hunger non-profit organization

**What does success look like in this role after 3 months and 6 months at Swipe Out Hunger?**

• **3 Months**
  ○ Ability to clearly communicate the problem of college student hunger to a variety of audiences
  ○ Fully understand the current offerings of the Programs department.
  ○ Build collaborative relationships with the Programs Department and the Swipe Out Hunger Team
  ○ Basic competence with the tech stack and ability to complete assigned tasks independently
- **6 months**
  - Pilot two new Student Engagement programs alongside the Programs & Partnerships Manager: a student advisory group and a national student organization support model
  - Create at least one resource to add to the Swipe resource library
  - Confidence in navigating Monday.com (project management software) and Hubspot (CRM software)

**Why is this an opportune time to join Swipe Out Hunger?**

With the acquisition of CUFBA (College and University Food Bank Alliance) in 2021, Swipe Out Hunger is scaling its operations and has the opportunity to continue to deeply engage colleges and universities with their anti-hunger and basic needs programming. Additionally, as an advocacy leader through the Hunger Free Campus bill, we address the issue from a multitude of perspectives and entry points. The team is growing as well as the organizational impact.

**What may be some challenges that arise?**

- Our work is rapidly expanding and therefore we as a team remain nimble and embrace change.
- We are in a remote environment and have to be intentional about engaging with one another and our staff. This takes effort, supportive structures, and a willingness to lean into a new remote working environment.

**What is it like working with Sage?**

Sage joined Swipe Out Hunger in July 2022. Before Swipe, she spent 3 years in a student development role, advising student leadership teams who operated a large campus pantry and food recovery program at the University of Arkansas. During this time, she gained a passion for fighting hunger and strongly believes nutritious food is a right, not a privilege. She manages through a lens of employee development and compassion. She asks a lot of questions and tries to empower her employees and students to make creative decisions and try again if something doesn’t work the first time. She also has 3 cats that will often try to join meetings!

**What is Swipe Out Hunger doing to further Justice, Equity, Diversity, and Inclusion (JEDI) at the organization?**

Swipe Out Hunger is committed to understanding and implementing a JEDI lens and framework to its internal and external operations. We recently underwent organization-wide exercises to identify where the organization has opportunities for greater equity and inclusion. Additionally, as a nonprofit whose mission is to address food insecurity, we recognize that historically marginalized folks experience food insecurity at higher rates and are constantly using human centered design to carry out programming, communications, and fundraising that uplifts those we work with on a daily basis. Our work in JEDI is a long-term process and we are looking for team members open to learning and unlearning alongside each of us.
Is the application process confidential?

Yes, your application will be reviewed by a few folks at the organization and will be part of a completely confidential process. Please reach out to swipeouthungercareers@swipehunger.org with any questions.

Is it possible to speak with someone at Swipe Out Hunger about the role?

To uphold equity in the process we are not speaking with any applicants outside of the formal application process. Please reach out to swipeouthungercareers@swipehunger.org with any questions.