

# **WHEAT Internship Program**

Founded in 1979, the World Hunger Education, Advocacy & Training organization (WHEAT) is one of the leading Arizona-based organizations working on anti-hunger issues affecting low-income families and individuals. WHEAT specializes in education, empowerment and motivation oriented toward civic, religious and educational organizations providing factual data, practical policy decisions and produces solid curriculum for all age levels accessible to individuals and organizations at national, state and local levels, to nonprofit organizations and to the media.

WHEAT seeks highly motivated **individuals not in school, undergraduate and graduate students**, as well as **recent graduates**, in the following areas for full- and part-time, unpaid internships:

Communications | State Policy Watch (health, housing, nutrition, food security) |  
Local & Global Food Security Issues | Nonprofit Fundraising | Nonprofit Management | Outreach Campaigns |  
Nonprofit Marketing & Promotion | Nonprofit Event Planning

Internships are available for the fall, spring, and summer semesters. Not all positions are available every semester. WHEAT Internships are particularly helpful for students in Women Studies, Education, Political Science and Social Work.

The positions are designed to reflect an intern's interests in conjunction with WHEAT's needs and the legislative climate. Applicants should have research, fact-gathering, writing, analytic, and computer skills and a willingness to do administrative as well as substantive tasks.

WHEAT's offices are located in central Phoenix on 7<sup>th</sup> Street just south of Indian School Road on the northwest corner of 7<sup>th</sup> Street and Fairmount.

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## **Application Deadlines**

- There are no deadlines for applications, however, we suggest applicants apply as soon as possible as school deadlines may apply.
- In most cases, decisions are made within a few days of receiving the application.

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## **Compensation**

- All internships with WHEAT are UNPAID.
- The typical length of an internship is one semester. Individuals interested in a second internship may qualify upon a review of WHEAT needs at the end of the first internship. There is a limit of three consecutive semester-length internships.

## **How to Apply**

To apply for an internship, please submit the application form, a current resume including education background.

WHEAT Internship Coordinator  
4000 North 7<sup>th</sup> Street, Suite 118  
Phoenix, Arizona 85014  
Phone: (602) 955-5076    FAX: (602) 955-5290  
Internships@HungerHurts.org    www.HungerHurts.org

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WHEAT is an equal opportunity employer. Women and minorities are encouraged to apply.

# **WHEAT**

## ***Internship Descriptions***

### ***Communications:***

The communications internship seeks to inform the community about state and federal food security policy debates by disseminating WHEAT reports and analyses to the news media. Framing research into a clear message for public consumption is a complex process. The communications intern will assist in all stages of this process, including establishing and maintaining relationships with print, broadcast, and electronic media. Specific duties will include pasting clips that cite WHEAT, tracking media coverage, maintaining mailing lists, distributing WHEAT brochures, newsletters, reports and analyses, occasionally drafting press advisories, and helping to maintain WHEAT's Internet presence and updating power point presentations. The intern also helps develop an E-mail and fax list of parties interested in WHEAT's work. Attention to detail, ability to work well in a team or alone, and excellent verbal and written communication skills are required.

### ***State/Federal Policy Watch:***

WHEAT works closely with food security/social welfare lobbyists and legislators at the State level. The legislative intern provides support to the Executive Director by following the process of legislative proposals, responding to requests for information on WHEAT projects, monitoring state house and senate hearings, researching state legislative staff, and other tasks. During the fall special emphasis will be placed on the appropriations and reconciliation processes as they relate to funding and other changes in low-income programs.

Additionally, the intern provides general assistance in monitoring the federal budget process and the implications of budget proposals on programs serving low-income families and individuals. This assistance includes following deficit reduction efforts as part of the congressional budget resolution, the appropriations process, and the reconciliation process. Specific duties will include tracking the details of budget proposals and amendments as they move through congressional committee and floor debates, attending hearings and reading the Congressional Record, conducting data analyses of specific proposals, preparing tables and graphs to describe the impact of these proposals, and responding to questions and requests for information from outside organizations and individuals.

### ***Local & Global Food Security Issues:***

WHEAT is actively involved in policy debates over food security, minimum wage, healthcare and all issues and solutions that affect low- and moderate-income families. The Local & Global Food Security Issues intern assists in researching, preparing, and distributing analyses on how various legislative proposals would affect families, the federal budget, and states and third world countries. This position requires some background in federal or state policy and quantitative analytic skills. Helpful skills for this intern would include strong Internet and World Wide Web skills, familiarity with tax and budget concepts, fluency in a foreign language, and/or demonstrated interest in international development.

### ***Nonprofit Fundraising:***

WHEAT is a nonprofit organization that does not receive any government funding. Private foundations and individuals provide grants and contributions to support WHEAT's work. The nonprofit fundraising intern identifies potential contributors, prepares reports and proposals to funders, and maintains information on all grants to WHEAT. The intern conducts research on foundations and new funding sources, helps prepare proposals and reports, and assists in communications and outreach activities designed to keep current funders and potential donors informed of WHEAT's work on a regular basis.

***Nonprofit Management:***

The field of nonprofit management includes several widely varying areas of work. An intern can expect to assist with the volunteer staff recruitment process, preparing for and presenting orientations, and overseeing some volunteer staff. Also, an intern will have exposure to programmatic aspects of our nonprofit through retail nonprofit management by maintaining selected inventory, ordering supplies and coding invoices, and arranging for visual merchandising and display; scheduling and providing educational tours and promoting current advocacy campaigns. Additionally, an intern will have the opportunity to work on projects related to strategic planning, visioning and implementation. This internship serves to provide a comprehensive overview of the daily workings of a sustainable, nonprofit. Finally, the non-profit management intern will learn to establish and use effective internal control procedures for financial records and transactions to assure compliance with legal and audit requirements.

***Outreach Campaigns:***

WHEAT conducts outreach campaigns aimed at educational institutions interested in assisting low-income working families and individuals. WHEAT provides information, training and technical assistance on conducting effective outreach activities to thousands of state and community-based organizations, human services providers, state and local government agencies, businesses and others across the state. The outreach intern helps maintain communication with these partner groups and with others that would like to become involved in the campaigns. He or she will track the use of creative outreach strategies, help develop new materials, and help research state and local policies and procedures that affect the ability of individuals to obtain economic security.

***Nonprofit Marketing & Promotion:***

WHEAT's Nonprofit Marketing & Promotion Intern will develop materials for use in press kits, corporate information packets including newsletters, brochures and fact sheets, with a particular focus on current status of low-income families and individuals. The Nonprofit Marketing & Promotion intern will research specific subjects, assist the executive director and staff in preparation of materials for presentations, and collect and analyze data from a range of sources to track state economies and finances. The intern is likely also to help maintain contacts with state organizations that perform fiscal analysis and to assist the Nonprofit Event Planning Intern in preparing for an annual conference and ongoing workshops and seminars.

***Nonprofit Event Planning:***

WHEAT's Nonprofit Event Planning Intern will develop be actively involved in the scheduling, set up and content of various events, including seminars and workshops at local, state and national conferences. Working closely with the Nonprofit marketing & Promotion intern, the Event Planning Intern determines and gathers appropriate materials for use as handouts, presentation and general information including newsletters, brochures and fact sheets. The intern will help maintain contacts with state civic, religious and community action organizations that require speakers on a regular basis. The Nonprofit Event Planning Intern will help in preparing for an annual conference, ongoing workshops and seminars, fundraising events and hunger related activities within the community.

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Please remember: Intern duties may vary depending on WHEAT's needs and the abilities and interests of each intern. Not all of these positions may be available every semester. For more information about a specific WHEAT project, please contact the Internship Coordinator.

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# ***WHEAT Internship Application***

Responses should be type written.

Feel free to reproduce this form on your computer, we'll e-mail you a copy at your request.

Or we can snail-mail you an application form; please call 602/955.5076

or send us an e-mail ([Internships@HungerHurts.org](mailto:Internships@HungerHurts.org)) with your mailing address.

Please read the general information about the intern program before completing this form.

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**TODAY'S DATE** \_\_\_\_\_

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Numbers Home \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

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Internship you are seeking  Communications

State Policy Watch (poverty & food security)

Local & Global Food Security Issues

Nonprofit Fundraising

Nonprofit Management

Outreach Campaigns

Nonprofit Marketing & Promotion

Nonprofit Event Planning

1. Why do you seek an internship at the WHEAT?

2. What outcomes to you expect from this internship, both personally and educationally?  
Discuss your specific skills and talents you will utilize during your internship.

3. Please describe your interest and/or experience with budget and/or policy issues.

4. Do you work well in group situations? (cite examples)

5. Can you work well with little supervision? (cite examples)

6. Describe your strengths and weaknesses.

7. Add any information you would like about your interests, goals, and skills that you think might be helpful to us in responding to your application.

8. Is this internship for class credit? If so, what class and how many hours must be achieved? If not, how will this internship enhance your education?

9. When are you available to begin your internship at WHEAT? when would you end?  
(specific dates, please)

10. What is your scheduling availability? (hours per day, days per week)

11. How did you find out about WHEAT's internship program?

## References

List at least two references, including one former employer and one academic reference.

Name:

Position/Relationship:

Address:

Telephone number:

E-mail address:

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## How to Apply

To apply for an internship,

Please submit this application form, a resume including education information to:

WHEAT Internship Coordinator

4000 North 7<sup>th</sup> Street, Suite 118

Phoenix, Arizona 85014

Phone: (602) 955-5076 FAX: (602) 955-5290

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