**Job Title**: Center for Healthy Communities- Food Access and CalFresh Outreach Intern

**Status**: Internship, 3-month (15 weeks), 90 hr/semester = 2 units or 135 hr/semester= 3 units

**Salary/Wage Grade**: Unpaid

**Job Summary**

Under the supervision of our CalFresh Program Manager, CalFresh Outreach Interns will gain the knowledge to identify needs in low- income communities, and know strategies to address those needs regarding the CalFresh program and/or other community resources. The CalFresh Intern will assist clients in applying for CalFresh benefits to help improve food insecurity and help promote the benefits of healthy eating. A CalFresh Outreach Intern will assist clients with the CalFresh application process by thoroughly informing the client about each question to the best of their knowledge. Throughout the entire 30-day process, the CalFresh Outreach Intern will be available to support the client in the most efficient and professional way possible. Responsibilities of the CalFresh Outreach Intern are subject to change in order to meet the needs of the program.

**Responsibilities Include**

* Begin to understand the CalFresh program regulations, eligibility requirements, and application process
* Be the liaison between the client and the county by thoroughly informing client about the follow up process once a complete application has been submitted.
* Greet clients at front desk, answer phone calls, and check voicemails
* Fax, mail, print, and scan verifications as needed to assist a client's case
* Represent CalFresh Outreach and interact at a variety of outreach events that target our low-income population
* Spread correct and positive knowledge about our CalFresh Outreach program
* Begin to familiarize yourself with additional food resources within the community.

**Knowledge, Skills and Abilities**

* Develop customer service and communication skills through client interaction
* Become a proactive team player who can also productively work alone.
* Develop attention to detail and organizational skills that help with quick problem solving
* Understand confidentiality and demonstrate compassion and empathy toward each client

How to Apply

To apply for this position, please pick up an application at 25 Main St, Suite 201, Chico, CA 95926 or refer to our website to [www.csuchico.edu/chc/internship-opportunities/index.shtml](http://www.csuchico.edu/chc/internship-opportunities/index.shtml) to learn more about our internship opportunities.