



# ALLEN

## NEIGHBORHOOD CENTER

### ***Veggie Box Internship***

The Veggie Box is a program of Allen Neighborhood Center, a 501(c)(3) organization in Lansing, Michigan. Allen Neighborhood Center (ANC) serves as a dynamic hub where Lansing Eastside neighbors access resources to improve their health and well-being; expand their capacity to seize job and entrepreneurial opportunities; create a strong sense of place, belonging, and community pride; and build a safe, sustainable, and thriving neighborhood. Since 1999, ANC has pioneered programs in health education and outreach, housing improvement, food security and nutrition education, youth development, commercial corridor revitalization, and social capital building.

Veggie Box is a CSA, which stands for Community Supported Agriculture, and allows folks in the Lansing region to buy a subscription to fresh, local food. Our CSA is a multi-farm model that unites dozens of growers and food producers to feed a common community. For the summer of 2022, Veggie Box will serve 300 members between a Tuesday and Thursday distribution.

Allen Neighborhood Center's Veggie Box program is offering **4** unpaid internships this summer from May to September 2022. We are able to partner with academic institutions to provide this internship for college credit.

#### **Internship Activities**

This person will serve as the *Veggie Box Intern* who will work with the Food Hub Manager to:

- Collect information to create farmer/food producer profiles
- Assistance in the development and promotion of Veggie Box
- Document program efficacy through surveys and evaluations
- Send invoices and track payments
- Coordinate the receiving, packing, inventory, and management of produce
- Manage relationships with local farmers and Veggie Box members

#### **Qualifications**

- Commitment to serve a minimum of 8 hours per week.
- Desire and ability to engage with a diverse group of people, particularly those living in low-income distressed neighborhoods, as well as farmers and business owners
- Ability to function independently and in a team environment
- Some knowledge of food systems, with experience being a plus
- *Exceptionally* attentive to detail
- Familiarity with social media (Facebook and Instagram) and basic photography

#### **How to Apply**

Submit a cover letter and resume to Volunteer Coordinator: [volunteer@allenneighborhoodcenter.org](mailto:volunteer@allenneighborhoodcenter.org)