



**Long Island Cares, Inc.-The Harry Chapin Food Bank  
Summer Unpaid Internship Program  
Community Event and Food Drive Department**

Long Island Cares, Inc.-The Harry Chapin Food Bank has been supporting Long Islanders in need since 1980. Our mission is to bring together all available resources for the benefit of the hungry on Long Island.

We provide emergency food where and when it is needed, sponsor programs that help families achieve self-sufficiency, and educate the general public about the causes and consequences of hunger on Long Island. Despite ongoing efforts over 320,000 Long Islanders depend on food assistance each day to survive. In addition, Long Island Cares, Inc. (LIC) currently services 580 Long Island soup kitchens, food pantries and shelters with food daily. In 2016, these member agencies received more than 7 million pounds of food from LIC.

To meet the growing demand of products for distribution, Long Island Cares partners with a variety of supporters, Long Island's small businesses, large corporations, individuals, schools, and more, to coordinate community based events and food drives to benefit Long Island Cares.

Long Island Cares is looking for a **summer intern** to assist with the daily needs of the Community Events and Food Drive programs, and enhance our ability to reach more supporters.

**The ideal candidate will have skills such as:**

- Available 1-2 days per week from June-September 2017; some nights and weekends as needed
- Display excellent verbal and written communication skills
- Self-starter who is comfortable working independently and in teams
- Knowledge of Microsoft Excel, Word, PowerPoint, Outlook and the Internet

**Interns will learn to:**

- Create mail merge documents
- Develop and maintain donor relations
- Formulate professional emails and make professional phone calls
- Update data and keep accurate records
- Assist in the planning and development of events
- Understand the root causes of hunger and who it affects

Interested candidates can email their interest, relative experience, resume and/or questions directly to [wgonyou@licares.org](mailto:wgonyou@licares.org).