Program: Financial Capacity Outreach

Intern Job Title: Financial Literacy and Food Security Outreach Specialist

FOOD for Lane County: FOOD for Lane County is a private, 501(c)(3) nonprofit food bank dedicated to alleviating hunger by creating access to food. We accomplish this by soliciting, collecting, rescuing, growing, preparing and packaging food for distribution through a network of more than 150 partner agencies and distribution sites; through public awareness, education and community advocacy; and through programs designed to improve the ability of low-income individuals to maintain an adequate supply of wholesome, nutritious food. We serve a diverse population of people living on limited incomes, including children, families, seniors and single adults.

Mission: To alleviate hunger through equitable access to food

Vision: To eliminate hunger in Lane County

Purpose: The purpose of this internship is to increase the financial literacy and financial wellness of low-income pantry clients through conducting outreach about NEDCO programming and the Credit Builder Loan with FOOD for Lane County partner agency staff, volunteers and clients.

The intern will:

- Receive financial literacy education from NEDCO, and basic education and curriculum used to teach others the very basics of financial literacy. They will learn about the Credit Builder Loan product through Community Lending Works
- Learn about food insecurity and food resources in Lane County
- With FFLC staff support, learn to make appointments to visit local pantries, learn best practices in outreach effort, and practice direct client service through outreach efforts
- Track results of outreach efforts, collect stories and numbers used in program evaluation and design

Location: Variable, including a class at NEDCO, time at FFLC and then various FFLC partner agencies across Lane County. The ability to get themselves to these sites required; most partner sites are near a bus line. FFLC will work to design partner outreach around ability of intern to get to different locations. Optional travel to rural areas if intern wants rural experience—personal vehicle required for this.

Key Responsibilities:

- The intern will spend time at FOOD for Lane County, learning about food insecurity, and the food resources available in Lane county
- Participate in NEDCO’s Financial Foundations training at the beginning of internship
- Conduct outreach about the Credit Builder Loan program. This may mean speaking to an organized group such as a parenting class, or tabling at a pantry or other partner agency. The type of outreach will vary based on the partners programming and needs
- With interested clients, the intern will spend 10-15 minutes providing basic education on how to manage money by building a spending plan, and information about what credit is and how to manage it.
They will then enroll the client in the Credit Builder Loan Program, which is designed to help clients build credit while saving money in a savings account.

The intern will scan and email enrollment forms to NEDCO representatives who will manage the program from there on.

The intern will track basic information about the client so that if possible NEDCO/FFLC can go back and do exit interviews in the future.

**Time Commitment:** The intern will work with their FFLC internship supervisor to determine how much time to devote to this project per week. This flexible opportunity can be a stand-alone internship, or a part of an internship that has varied tasks. Minimum of three hours/week needed for this project.

**Qualifications:** Ability to travel to partner agency sites independently. The intern will submit to and pass a background check. The right candidate will be self-directed and self-motivated, with the ability to approach and educate people with enthusiasm individually or in a group setting.

**Support and training provided:** Before conducting outreach, the intern will receive training from NEDCO learning the basics of financial literacy and financial coaching techniques. If schedules permit, the intern will attend a NEDCO Financial Foundations class to learn the basic overview of NEDCO’s teaching curriculum and other program offerings.

**Age Requirement:** Intern must be 18 years or older

**Certifications/licenses required:** Ability to get themselves to partner agency sites independently, pass a criminal background check

**Dress Code:** Business causal

**Rewards:** The intern will come away having learned a lot, and having practiced many skills:

- Deep understanding of how to create spending plans and manage budgets in a way that will set themselves up for success
- Deep understanding of what credit is, and how credit scores impact financial capacity
- Understanding about and observation of FFLC’s network of partners that address food insecurity and other Social Determinants of Health through direct service to clients
- Possible observation of how rural agencies and services may differ from urban
- Participation in Collaborative Impact partnerships that align food security efforts with financial capacity building efforts
- Event planning with partners to set these outreach efforts up
- Direct client interaction including education, assistance with technical enrollment forms, some motivational interviewing, and general outreach best practices

**Questions?** Please call Carrie Copeland, Education Programs Manager at 541-343-2822 or ccopeland@foodforlanecounty.org