



## Hugh's Kitchen Intern

The Hugh's Kitchen Intern assists with the implementation, coordination and maintenance of Hugh's Kitchen - our food pantry & resource service. The Hugh's Kitchen Intern provides assistance to the Hugh's Kitchen Pantry program through weekly packing and organization of food and resource items along with general marketing and communications for the program. Hugh's Kitchen primarily operates Wednesday & Thursday afternoons and Friday mornings. The Hugh's Kitchen intern works directly with the Service Coordinator, and other Hugh Lane staff members based on their program area of study.

### Key Tasks:

- Help with inventory and stocking on a daily basis
- Cultivate a welcoming atmosphere for community members
- Explain Hugh's Kitchen rules and requirements to community members
- Oversee community member visits to Hugh's Kitchen
- Identify areas of resource need within Hugh's Kitchen
- Assist in flyer creation and marketing for Hugh's Kitchen
- Update weekly newsletter for clients using Canva
- Maintain consistent messaging and story throughout organization

### The Ideal Candidate will:

- Have an understanding of gender, sexuality and health disparities impacting the LGBTQ+ communities.
- Have an understanding of racism at the systemic and individual level and be able to implement anti-racist practices in their work
- Treat community members with fairness, dignity, and respect
- Work effectively both individually and as part of a team
- Work effectively with community groups and organizations
- Encourage and motivate LGBTQ+ and HIV community members to engage in needed care or support services

Interested students should email a letter of interest with any supporting documentation, including: resume, program of study, internship requirements, or volunteer experiences to: [info@hughlane.org](mailto:info@hughlane.org).

The Hugh Lane Wellness Foundation is an Equal Opportunity Employer and is committed to recruiting, hiring, supporting and promoting a diverse workforce. We believe that differences in the intersections of identities will lead to a stronger, more innovative team, producing effective results for the communities we serve. We strongly encourage individuals with diverse backgrounds to apply.

\*While we are required to procure clearances prior to an offer of internship, involvement with the justice system that disproportionately impacts Black people, People of Color and LGBTQ+ communities is not an automatic reason for disqualification. Pennsylvania Child Protective Services Law outlines the few reasons for disqualification.