



Outreach & Engagement Intern

Department: Outreach & Community Engagement

Location: Philadelphia, PA (Hybrid; local travel may be required)

Position Type: Part-Time Internship (10–20 hours/week)

Reports To: Amara Downey, Program Director

About CBS Food Program: CBS Food Program is a nonprofit organization dedicated to ensuring children have access to nutritious meals through the Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP). CBS partners with childcare centers, family childcare homes, afterschool programs, and community organizations across the Greater Philadelphia region to help combat childhood hunger while supporting providers with the resources they need to thrive.

Position Summary: The Outreach & Engagement Intern will support community outreach, partner engagement, and communications initiatives that increase awareness of CBS Food Program's services and strengthen relationships with current and prospective program partners. This internship offers hands-on experience in nonprofit outreach, event coordination, community engagement, and mission-driven communications.

Key Responsibilities:

- Assist with outreach efforts to childcare providers, community organizations, and prospective program partners.
- Represent CBS Food Program at community events, resource fairs, and outreach activities.
- Help coordinate outreach campaigns promoting CACFP and SFSP participation.
- Create and distribute outreach materials, including flyers, presentations, and digital resources.
- Support social media and community engagement initiatives by collecting stories, photos, and impact highlights.
- Conduct research to identify new partnership opportunities throughout the Philadelphia region.
- Maintain outreach databases and track engagement activities.
- Assist with planning and logistics for trainings, workshops, and community events.
- Help gather participant feedback and compile reports on outreach efforts.
- Provide general administrative support for outreach and engagement projects.
- Perform other duties as assigned to support the organization's mission.

Qualifications

- Currently pursuing an associate's, bachelor's, or graduate degree in Communications, Marketing, Public Relations, Nonprofit Management, Public Health, Social Work, Education, Community Development, or a related field.
- Strong written and verbal communication skills.
- Excellent interpersonal and relationship-building abilities.
- Organized, detail-oriented, and able to manage multiple projects.
- Comfortable using Microsoft Office and Google Workspace; experience with Canva and social media platforms is a plus.
- Passion for community service, food security, education, or nonprofit work.
- Ability to work independently and collaboratively within a team.

Preferred Qualifications

- Experience volunteering or working with community organizations.
- Knowledge of food access, nutrition programs, or early childhood education is a plus.
- Bilingual (Spanish/English) candidates are encouraged to apply.

Why Join CBS Food Program?

As an Outreach & Engagement Intern, you'll help connect more children and families to nutritious meals while building valuable experience in nonprofit communications, community engagement, and public service. You'll work alongside a passionate team dedicated to reducing childhood hunger and strengthening childcare providers throughout the Philadelphia region. Similar nonprofit outreach internships often emphasize community partnership development, communications, event support, and impact measurement, making this role an excellent opportunity for students interested in nonprofit leadership or public service.

Learning Opportunities:

By the end of the internship, the intern will gain experience in:

- Community outreach and stakeholder engagement.
- Nonprofit communications and public relations.
- Event planning and coordination.
- Social media content development and storytelling.
- Partnership development and relationship management.
- Data tracking and impact reporting.
- Understanding federally funded child nutrition programs, including CACFP and SFSP.

How to Apply:

Email a resume and cover letter to amara@cbsfoodprogram.com. We will be in touch with candidates to schedule interviews and further conversations, as needed.