



## Pike Market Senior Center and Food Bank

Address	85 Pike Street, Seattle, Washington 98101
Website	<a href="http://www.pmsc-fb.org">www.pmsc-fb.org</a>
Mission	To provide food access and social services for those in need in downtown Seattle. The Pike Market Senior offers meals, social services and activities for adults 55 years and older. The Pike Market Food Bank serves people of all ages with groceries, home delivery and shelf stable meal bags. The combination of these services makes the Pike Market Senior Center and Food Bank a valuable resource for the neighborhood.
Intern Title	Human Services Resource Navigator Intern
Internship Description	Currently, each department within the agency maintains its own list of outside service providers who are important partners in helping our clients find the assistance they need. The intern will work to consolidate the lists to serve the whole agency and expand the list to include outside agencies that focus on specific cultural programming that reflects the diversity of our daily population. To accomplish this the intern will interview and interact with agency staff and clients to understand their needs and interests.
Responsibilities	<ul style="list-style-type: none"><li>• Build a document that is a database of human service providers vetted by agency staff</li><li>• Study the history of the Social Services in the Pike Place Market</li><li>• Schedule appointments with agency staff to understand their direct service responsibilities</li><li>• Interview clients at food bank and senior center about necessary and desired resources</li><li>• Research the social services landscape in Seattle with guidance from executive and deputy director.</li></ul>
Qualifications <i>(required and/or desired)</i>	<ul style="list-style-type: none"><li>• Curiosity about the fragile social services safety net for underserved individuals</li><li>• Excellent note taking and calendar maintenance.</li><li>• Proficient in data capture and reporting</li><li>• Comfortable making conversation with new people, outgoing</li></ul>



Schedule	Senior center is open 7 days a week- 8-4 M-F, 8-2 S-S. Food Bank is Monday- Friday, varying hours 9-5. Intern needs to be with staff and members during open hours, 5 hours per week
Working Location	Hybrid – in person at the agency 50% of required hours, remote the other 50%. Variable schedule accommodated but with weekly schedule posted in advance