

WillCounty

Summer Internship Program

Organization Name	The Salvation Army Joliet Corps
Industry	Human services
Internship Title	Healthy Food for All Project Associate
Hours per Week	30
Rate of Pay	\$14/hour
Start/End Dates	June 10 to August 9

About Company

The Salvation Army Joliet Corps serves residents in need from across Will County from our facility on the East Side of Joliet. We provide hope and compassion for children, families, and adults. The Healthy Food for All project addresses food insecurity and provides access and support for good nutrition.

Position Description

1. Office clerical tasks: making copies, sending mailings, organizing files, creating documents
2. Sorting canned food, fresh produce, frozen food, bakery items, beverages
3. Assist with tasks of community outreach, public relations, communication, social media, etc.
4. Help with drive-thru food distribution events, moving pallets of food, checking in customers, placing food in cars, etc.
5. Helping teachers with classes on nutrition, cooking, meal planning, etc.

Knowledge, Skills, Abilities/Interests Desired

Human services
Bilingual English/Spanish helpful
MS Office computer programs
Facebook/Instagram/Adobe
Photography
Public Relations
Cooking and meal preparation
Teaching
Teamwork
Operating power pallet jack

Physical Demand of Position	Lifting and moving boxes up to 25 lbs.
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Documents Required

[Resume](#)[Cover Letter](#)[References](#)

Business Contact	Scott Hurula
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Title	Corps Administrator
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Contact Number	(773) 512-4155
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