



Community Voice Intern: Fall 2025

Position: Community Voice Intern

Location: Hybrid with weekly office hours at Second Harvest Foodbank of Southern Wisconsin in Madison, WI & community engagement activities within Second Harvest's 16 county service area

Duration: September 22, 2025–December 10, 2025

Hours: 15-19 hours per week

Compensation: Stipend

About Us: At Second Harvest Foodbank of Southern Wisconsin, we believe that everyone in our community should have equal access to nutritious, affordable, and culturally-meaningful food.

Since 1986, we have been supporting our neighbors facing food insecurity in southwestern Wisconsin, and our focus on supporting our community to make ends meet and live healthier lives has never changed. We strive for nutrition security and food equity as we work towards our goal of ending hunger in our 16-county service area.

Vision: Everyone in our Community has enough nutritious food to thrive.

Mission: Second Harvest exists to end hunger in southwestern Wisconsin.

Values: Integrity | Trust | Humility | Inclusion | Equity | Innovation

POSITION SUMMARY: The Community Voice Intern will support administrative and outreach efforts related to community voice initiatives at Second Harvest Foodbank. Second harvest defines community voice as one community engagement approach which involves members representing a particular community or group in design, implementation and guidance around an issue, identity or initiatives of which they represent- our focus is on neighbors experiencing food insecurity. Responsibilities include data entry, survey administration, materials development, and other duties as assigned.

Interns will gain valuable experience in best practices for gathering community input, particularly from neighbors experiencing food insecurity. This role will also involve researching and consolidating frameworks and strategies to enhance Second Harvest Foodbank's community engagement efforts.

Additionally, the intern may assist with the facilitation and technical support of focus groups and partner engagement activities. The position includes responsibilities for survey administration, data entry, and basic data analysis.

Hours: Hybrid with weekly office hours at Second Harvest Foodbank of Southern Wisconsin in Madison, WI & community engagement activities within Second Harvest's 16 county service area

Compensation: \$500 stipend available

DUTIES AND RESPONSIBILITIES:

- Support the administration of neighbor surveys at community partner locations across a 16-county service area, following organizational best practices for community engagement.
- Enter data from collected neighbor surveys and community conversations using Microsoft Forms, Excel, Google Sheets, or similar platforms.

- Provide data entry and administrative support for the Dane County Food Plan in collaboration with REAP Food Group and Feeding Wisconsin.
- Assist with basic data analysis in collaboration with the Community Voice Coordinator and the Data and Research Curator.
- Contribute to the development of materials for community voice-related outreach and reporting activities.
- Provide technical and facilitation support for community focus groups and conversations.
- Under the direction of the Community Voice Coordinator, help prepare post-engagement summaries for partners and neighbors to "close the loop" and align with community voice best practices.
- Research and document community voice best practices and frameworks for potential integration into Second Harvest's community engagement strategy.
- Support a new initiative to gather community voice through the platform **Cortico** by developing outreach and engagement materials, scripts, processes, and organizational timelines.
- Assist with other department capacity-building projects as needed.

DESIRED KNOWLEDGE AND EXPERIENCE

- 1. Experience in community engaged work (such as outreach, organizing, volunteer engagement, group facilitation)
- 2. Demonstrated commitment to anti-racism and Equity, Diversity, and Inclusion
- 3. Mature attitude, creativity, resourcefulness, and humility
- 4. Excellent communication skills
- 5. *Conversational Spanish skills is highly desired but not a requirement*

Benefits:

- **Experience:** Join one of the largest nonprofit organizations in Dane County and receive real world work experience.
- **Learning:** Learn from professionals and enhance knowledge of community engagement best practices and activities
- **Networking:** Build connections within the industry and expand your professional network.
- **Flexibility:** Adaptable schedule to accommodate academic commitments, and a hybrid (virtual and onsite) working model.
- *This internship may be eligible for independent course and/or internship credits for certain academic programs. Students are required to determine eligibility.*

How to Apply:

Interested candidates should submit their resume and a cover letter detailing their interest in the role to Julia Wiebe, Community Voice Coordinator, at Julia.wiebe@secondharvestsw.org. Include "Community Engagement Intern Application" in the subject line.

*A background check will be required as part of this position.

Application Deadline:

Please submit your application no later than September 8, 2025. Join us and be a part of our mission to end hunger in southwestern Wisconsin. We look forward to receiving your application!