

**Policy and Communications Intern**

**About Feeding Wisconsin:**

Feeding Wisconsin is the state association of the six regional Feeding America food banks that provide food to over 1,000 local food pantries and meal programs in all 72 counties of our state. Together with our network of foodbanks, food pantries, other local food distribution organizations and ending hunger, we advocate for improving public and private solutions for a healthy and hunger free Wisconsin.

**Job Title:** Policy and Communications Intern

**Status**: Graduate Internship through La Follete School of Public Affiars

**Compensation:** Stipend

**Reports to**: Executive Director and/or FoodShare Outreach Program Director

**Position Summary:** The Policy and Communication Coordinator will work closely with both the Executive Director and FoodShare Outreach Program Director of Feeding Wisconsin and independently to perform a variety of policy and communications functions that will help advance Feeding Wisconsin’s mission of helping our food banks, partners, and stakeholders fight hunger, improve health, and strengthen communities.

**Primary Responsibilities**: Specific tasks of the Policy and Communication Coordinator will include, but not be limited to the following:

1. Policy advocacy support:
   1. Support grassroots advocacy efforts related to state and federal actions
   2. Engage constituents through advocacy alerts, advocacy action emails, and targeted advocacy opportunities
   3. Engage legislators through written educational pieces and coordinating legislative visits
2. Communications:
   1. Contribute to Feeding Wisconsin’s social media including Facebook, Twitter, Instagram, Forward Together blog, and designing infographics.
   2. Supporting relationship management with statewide donors, including written acknowledgements and social media support.
3. Supporting Event Planning and Network Engagement:
   1. Support the statewide Learning Lab engagement and training of constituents
   2. Advocacy Day
4. Communicates professionally with all levels of staff from Feeding Wisconsin’s six-member food banks and other partner organizations.
5. Feeding Wisconsin FoodShare Helpline Outreach:
   1. Provides detailed explanation of FoodShare benefits and application process
   2. Screens callers using the State of Wisconsin’s ACCESS online tool and shares results with clients.
   3. Schedules appointments with FoodShare Outreach Specialists statewide
   4. Refers all callers in need of emergency food assistance to 2-1-1 information and referral service.
6. All other duties as assigned by the Executive Director.