

## **Food Pantry-Office Intern**

APOYO is seeking candidates for a food pantry/office internship during the 2025 fall academic term. The 3-month internship starts September 24, 2025. Work dates and hours may be flexible to accommodate the intern's schedule. The internship offers a \$1,000 stipend. APOYO can assist interns who want to earn academic credit; however, the intern must make the ultimate arrangements with their academic advisor and meet the program requirements. A minimum of 12 work hours per week is required, with up to 20 hours per week available. (Additional hours may be available depending on APOYO's needs and the intern's interests.)

### **OVERVIEW**

This internship offers interns opportunities to develop their skills through education on food security promotion, racial justice, nonprofit management, volunteer coordination, and food pantry management, as well as assisting with office tasks and promoting the growth of skills in software and communication. Current high school students and college students are encouraged to apply. Experience working with the Latinx community is preferred. Fluency in reading, writing, listening, and speaking Spanish is required. The ideal candidate is organized; creative; has excellent written and oral communication skills; is interested in serving vulnerable communities; and has a passion for food and nutrition. Must be able to lift 60 pounds.

### **ABOUT US**

APOYO is a non-profit organization that has been affiliated with Central Washington University since 1998. Its mission is to empower people by providing vital resources, advocacy, education, and opportunities to build community.

### **DUTIES**

Responsibilities will include assisting with distributions to ensure smooth operations, organizing food from deliveries and donations, coordinating volunteers, communicating with the community, and supporting office work. Responsibilities may change as APOYO's needs change.

### **HOW TO APPLY**

The application deadline is Friday, September 12, 11:59 PM PT.

1. Please send your resume to [office@apoyo-community.org](mailto:office@apoyo-community.org):

2. Complete our online internship application by scanning the QR code or visiting <https://apoyo-community.org/food-pantry-office-internship/>

#### **AFFIRMATIVE ACTION STATEMENT**

APOYO is committed to equal opportunity for all employees and applicants. APOYO does not discriminate with regards to hiring, assignment, promotion or other conditions of staff employment because of race, ethnicity, religion, sex, national origin, age, marital status, sexual orientation, gender, gender identity, veteran status, disability, genetic information or any other status protected under local, state, or federal law.



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