

APOYO Food Pantry-Office Intern

APOYO is seeking candidates for a food pantry/office internship during the 2026 fall academic term. The 3-month internship starts September 28. A minimum of 12 work hours per week is required. Interns must work Wednesdays from 2:30 pm – 6:30 pm, Thursdays from 10:00 am – 2:00 pm, and on Fridays from 10:30 am – 2:30 pm. (For interns earning credit, three credit hours may be earned for the 12 hours. For each additional credit, the intern will add four hours to the weekly schedule. Interns can work up to 20 hours for five credits.) If seeking academic credit, interns must make arrangements with their faculty advisor to meet CWU academic requirements and submit all necessary paperwork by September 16. The internship offers a \$1,000 stipend.

OVERVIEW

This internship offers interns opportunities to develop their skills through education in food security promotion, racial justice, nonprofit management, volunteer coordination, and food pantry management, as well as assisting with office tasks to improve computer and communication skills. Experience working with the Latinx community is preferred. 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 and public health.

ABOUT US

APOYO is a non-profit organization 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. Must be able to lift 50 pounds.

HOW TO APPLY

The application deadline is September 3, 11:59 PM PT.

1. Please send your resume to apoyocommunity@gmail.com
2. Complete our online internship application by scanning the QR code below or visiting <https://apoyo-community.org/food-pantry-office-internship/>.
3. Expect an email to schedule an interview by September 4.
4. Interviews will be conducted on September 8 and 9.
5. The selected candidate will be emailed at noon on September 10.

6. The candidate must respond by noon on September 11. If the candidate does not respond by this time, then another candidate is offered the internship.
7. NOTICE: If seeking academic credit, interns must find a faculty advisor and coordinate to meet CWU academic requirements. All paperwork must be submitted through the intern's department by September 16. Failure to submit the required paperwork on time may result in a late fee from the university.

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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