

F.O.O.D. (Frederick Organizations Optimizing Distribution) Data Intern – Frederick Rescue Mission

No one in Frederick County should go hungry. The Frederick community is very generous and there are enough resources to overcome food insecurity issues. Thus, it is necessary to identify those areas and populations in need of food along with connecting with those who want to provide food outreaches. The F.O.O.D. (Frederick Organizations Optimizing Distribution) Intern is primarily responsible for addressing food insecurity issues by connecting those in need with those who want to help. The ultimate goal of this position is to eliminate duplication and unnecessary competition while maximizing effectiveness to meet the needs of those who are hungry and impoverished.

Duties include consistent management of the Frederick County Government Division of Emergency Management's GIS (Geographic Information Systems) mapping tool to keep information current and accurate, working knowledge of F.O.O.D. project objectives, social media support, data analyzation, and tasks as assigned by the F.O.O.D. Collaborative Manager.

Date of Service:

Supervisor: Valerie Moore

Position Title: F.O.O.D. Data Intern

Supervisor's Title: F.O.O.D. Collaborative Coordinator

Organization: Frederick Rescue Mission, Inc

Full/Part Time: Part Time

Key Duties and Responsibilities

1. DATA ACQUISITION AND IMPLEMENTATION

- a. Maintains an up-to-date database of all the food banks, pantries, drives and other food outreach throughout Frederick County. Information includes contact information, hours of operation, eligibility requirements, pounds of food donated monthly, numbers served, etc.
- b. Ensure Rescue Mission fulfills its obligations in accordance with the Memorandum of Understanding made and entered into by and between Frederick County Government Division of Emergency Management, Frederick County Public Schools, Mental Health Association, Blessings in a Backpack, and Department of Housing and Human Services to address food insecurity in Frederick County.
 - i. Input and update hours of operation for County food banks, pantries, drives and other food outreach into the Frederick County Government Division of Emergency Management's GIS (Geographic Information Systems) mapping tool to keep information current and accurate.

- ii. Ensure all updates are made by 1 pm on the 1st and 3rd Monday of each month. If the Monday falls on a federal holiday, reporting is due on the immediately following Tuesday.
 - iii. Support and encourage the other collaborators of the MOU to communicate regularly with one another and collectively ensure the GIS mapping is current and accurate to all.
 - c. Provides support to the F.O.O.D. Coordinator to design and gather data for a dashboard that measures food insecurity and food availability for F.O.O.D.
 - i. Manage a Google tracking form that is shared with all Collaborators of the MOU to capture agreed upon data and measures for collective reach (ex. pounds of food or value of donated food distributed in each time period).
 - ii. Review monthly reports provided by Mental Health Association's 2-1-1 on the data received from community calls requesting food.
 - 1. Identify themes and potential gaps in service by overlaying information with GIS mapping locations.

2. ADMINISTRATIVE SUPPORT

- a. Performs a variety of clerical duties requiring independent analysis, judgment, and knowledge of organization or departmental functions. Maintains records, processes documents, and compiles regular and special reports.
- b. Provides administrative support to the F.O.O.D. Coordinator to set the agenda and facilitate quarterly F.O.O.D. meetings and keep an updated calendar of service hours of food banks, food drives, and food outreach programs.
- c. Develops content for social media and marketing materials to help promote F.O.O.D. map.
 - i. Provides direction, service, and referrals for those inquiring about personal and collective food needs.
 - ii. Highlights opportunities for donors and volunteers to support.
 - iii. Highlights impact of individuals served by this collaborative effort.
- d. Reinforces and expands new relationships with partner nonprofits and provides excellent customer service.

Additional Job Functions

The above listed duties are not inclusive. This position is expected to perform other work-related duties as assigned even though they may not be considered primary duties.

Lines of Communication and Accountability

The F.O.O.D. Data Intern reports to the Frederick Rescue Mission's F.O.O.D. Coordinator, works in close collaboration with the area food banks, and other members of the F.O.O.D. Collaborative as defined in the MOU.

Qualifications Requirements

Minimum Training and Experience

1. 2 years reporting experience

2. 1 year data collection experience
3. Experience combining data from different pieces to see the whole picture

Skills and Knowledge Required

1. High level of initiative, creativity, and energy.
2. Microsoft Office Suite and computer operating skills.
3. Experience working with presenting data visually.
4. Excellent customer service skills.
5. Ability to work independently and in a team environment.
6. Self-direction in the initiation, coordination and completion of tasks.
7. Superior communications skills.

Performance Standards

The performance of the F.O.O.D. Data Intern will be evaluated at the end of the semester based on an agreed upon set of objectives and performance plan.

Performance Indicators

The performance of the F.O.O.D. Data Intern will be evaluated against the following performance standards:

1. Effectiveness in ensuring GIS Food Mapping Tool is kept current and generating creative content in alignment with Rescue Mission's mission and goals.
2. Effectiveness and frequency of communications and depth and strength of relationships with internal and external stakeholders.
3. Teamwork and collaboration among team members across Rescue Mission and Collaborators of the MOU.
4. Overall quality of work, attendance, dependability, and compliance with duties as described.

Working Conditions

1. Office located within the Frederick Rescue Mission's offices when needed. Once begun most of the work will be done remotely, with the ability for FaceTime, Zoom and in person meetings when requested.
2. Weekly in person meetings required
3. Bi - weekly time reports are submitted