



4100 West Ann Lurie Place
Chicago, IL 60632-3920
773-247-FOOD
chicagosfoodbank.org
BancoDeAlimentosChicago.org

Internship Title: Advocacy & Government Affairs Apprentice

Department: Policy, Advocacy and Community Engagement (PACE)

Mentor(s) Title(s): Rodolfo De Jesus, Director of Government Affairs

GENERAL DESCRIPTION:

The Greater Chicago Food Depository is seeking apprentices to support our mission work to end hunger in Cook County. The Food Depository is a part of the Feeding America network, which is the largest domestic hunger-relief organization in the United States. This role serves as a key partner in advancing our advocacy and government affairs agenda through administrative, logistical, and project management support. This role will co-lead our Save Our SNAP coalition's member engagement, spearheading research initiatives, and architecting long-term engagement action plans for elected officials across local, state, and federal levels of government.

The apprentice will support the team's priorities by coordinating and, eventually, leading behind-the-scenes civic engagement efforts, including lobby days and training sessions. Through this project-based role, the apprentice builds foundational skills in high-level scheduling, event planning, legislative tracking, and communications, preparing them for a career in public policy, advocacy, or government affairs.

KEY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- **Strategic Relationship Management:** Develop and maintain "Engagement Action Plans" for key elected officials. You will be responsible for mapping out engagement touchpoints—from partner site visits to town halls—to ensure our policy goals remain top-of-mind for decision-makers.
- **Coalition Engagement:** Co-lead efforts to mobilize our Save Our SNAP coalition partners. You will act as the key point of contact for stakeholders, facilitating collaboration, sharing updates, and creating opportunities for partners to engage directly in our advocacy campaigns.
- **Save Our SNAP Policy Research:** Take the lead on dedicated policy research of HR1 impacts on SNAP in different states. Developing an internal resource collection of the various ways states have adapted to SNAP changes locally.
- **Advocacy Strategy & Engagement:** Coordinate lobbying efforts, including in-district and Springfield "Lobby Days". This involves not just scheduling but managing the strategic positioning and preparation of staff and advocates to ensure our messaging aligns.
- **Material Development:** Compile and organize briefing binders and "leave-behind" materials for legislative meetings to develop skills in professional document design and policy communication.
- **Training Coordination:** Assist and observe in the logistical setup and execution of training sessions, eventually co-leading sessions.
- **Information Management:** Update legislative contact databases and track the progress of specific bills to learn the mechanics of policy monitoring and stakeholder relationship management.



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QUALIFICATIONS:

- **Foundational Skills:** Strong written and verbal communication skills with an ability to organize information clearly and concisely.
- **Interests:** A demonstrated interest in advocacy, community service, or the legislative process.
- **Learning Readiness:** Ability to follow detailed instructions and a willingness to learn new digital tools for scheduling and database management.
- **Professionalism:** Reliability and the ability to maintain a professional demeanor when interacting with staff and external partners.
- **Collaboration:** A desire to work as part of a team and contribute to a shared mission of ending hunger.

EXPOSURE:

The apprentice will primarily work in-person at the Food Depository's main office. Travel within Cook County for site visits and outreach activities may be required; travel reimbursement is available. Opportunities for engagement outside of Cook County are optional, and at the discretion of the apprentices and mentor. Apprentices are eligible for reimbursement for travel expenses and accommodation.

Must be available to work a mandatory **minimum of 20 hours per week** during school, with shifts of at least 4 consecutive hours each during operating hours 9:00am – 5:00pm, Monday through Friday. **Apprentices approved for hybrid remote work must perform the majority of the work in-person (60% or more). Remote days are offered typically on Mondays and Fridays, with Tuesday-Thursday in person.** More than 20 hours per week may be accommodated, especially during school breaks, with an approved request in advance.

The apprentice will gain significant exposure to the inner workings of government relations, collaborating daily with the Advocacy team and interacting with cross-departmental staff in Communications and Programs. Under guided supervision, the apprentice will progress from observing legislative strategy sessions to independently managing project components while participating in cohort-based professional development activities.

COMPENSATION:

\$21/ hour internship wage

BENEFITS:

Professional development throughout the internship such as Financial Health, Digital Literacy, Advocacy, Networking, etc.

Onsite wellness center with ample, advanced fitness equipment

\$5 daily credit to Fooda lunch provider; Fooda is an on-site, pop-up food vendor at the Food Depository Monday through Thursday each week with rotating vendors and menu offerings

TOGETHER WE CAN END HUNGER





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DEPOSITORY®

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HOW TO APPLY:

1. **Review** this job description
2. **Submit** your resume and cover letter in the form below
 - Your resume should outline your:
 - Education
 - Work experience (including part-time roles, internships, or relevant coursework)
 - Skills and certifications (if applicable)
 - Your cover letter should address:
 - Understanding and alignment with our mission.
 - Desired professional learning goals for the apprenticeship.
 - Strengths and curiosity that you will bring to the team.
 - Education and career goals upon completion of your associate's degree.

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