



Internship Title: Government Programs Apprentice  
Department: Partner Services & Support  
Mentor Title: Manager of Government Programs

### **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. The Government Programs Apprentice will support government-funded and community-based youth and older adult nutrition programs serving these priority populations across Cook County. This apprenticeship provides hands-on exposure to program coordination, community outreach, compliance monitoring, and cross-functional collaboration while building foundational professional skills in communication, data tracking, and relationship management.

We strive to achieve our mission through meaningful partnerships with community-based organizations and individuals across Chicagoland. Together, we connect our neighbors with healthy food, lift our voices and advance solutions that address the root causes of hunger. We are currently working with over 850 food distribution partners across Cook County, which include food pantries, soup kitchens, and meal sites. The apprentice will contribute to departmental priorities by assisting with meal programs (CACFP, SFSP, and related initiatives), supporting partner site engagement, and participating in program evaluation efforts.

Through guided supervision and project-based learning, the apprentice will gain experience in public service program implementation, community engagement, and mission-driven operations. Workforce Development will additionally provide structured professional development support including financial literacy, digital literacy, networking, and career pathway exploration throughout the apprenticeship.

### **KEY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

#### **1. Support Meal Program Coordination**

Accountability: Assist in the coordination of meal programs serving community partners across Cook County, such as schools and senior housing.

Outcome: Gain exposure to program implementation, federal nutrition program requirements, and cross-department collaboration.

#### **2. Assist with Partner Engagement & Relationship Building**

Accountability: Support communication with program site partners through check-ins, documentation, and follow-up support.



Outcome: Develop professional communication skills and relationship management experience in a community-based setting.

### 3. Contribute to Compliance & Documentation Tracking

Accountability: Assist in tracking site visits, documenting activities, creating standard operating procedures, and organizing data related to program requirements.

Outcome: Build foundational skills in documentation, compliance awareness, and administrative organization.

### 4. Participate in Community Outreach Efforts

Accountability: Support outreach initiatives to expand awareness of youth programs in high-need areas.

Outcome: Gain experience in community engagement, outreach strategy, and understanding food insecurity trends in Cook County.

### 5. Assist with Training & Capacity Building

Accountability: Support preparation and coordination of partner training and educational materials.

Outcome: Develop presentation preparation skills, exposure to adult learning environments, and understanding of technical assistance practices.

### 6. Engage in Program Evaluation & Research

Accountability: Assist in gathering and organizing feedback and program data in collaboration with Research & Evaluation.

Outcome: Gain exposure to data-informed decision-making and evaluation practices in nonprofit programming.

Additional cohort-based responsibilities and professional development activities will be assigned throughout the apprenticeship.

## QUALIFICATIONS:

- This role is designed for a learner entering the workforce and does not require prior professional experience.
- Interest in youth services, community engagement, public health, education, or nonprofit work
- Strong communication skills (written and verbal)
- Ability to manage time and stay organized across multiple tasks
- Comfortable learning new systems and tools
- Ability to work both independently and collaboratively
- Willingness to travel locally within Cook County (if applicable)
- Bilingual Spanish is a plus but not required
- Candidates should demonstrate curiosity, reliability, and a willingness to learn in a mission-driven environment.



## EXPOSURE:

The apprentice will **primarily work in-person** at the Food Depository, with exposure to office and occasional warehouse environments. **Travel within Cook County for site visits and outreach activities may be required; travel reimbursement is available.**

This apprenticeship is expected to be primarily in-person to maximize engagement and mentorship. If hybrid options are offered, the apprentice will commit to completing the majority (60% or more) of hours in person. Remote days are offered typically on Mondays and Fridays, with Tuesday-Thursday in person.

The apprentice must be available to intern **at least 20 hours per week** during school, in shifts no less than 4 consecutive hours each, during operating hours of Monday–Friday, 8:30am–5:00pm. More than 20 hours per week may be accommodated, especially during school breaks, with an approved request in advance.

The apprentice will work under close supervision with increasing independence as skills develop and will participate in structured professional development programming throughout the cohort.

## COMPENSATION:

\$21/ hour internship wage

## BENEFITS:

Professional development and support throughout the internship such as:

- Workshops in Financial Health, Digital Literacy, Advocacy, Networking, etc.
- Step-by-step training with clear instructions for new tasks
- Skill building opportunities to support goals and interests
- Regular coaching sessions to support professional development
- Start of Day/End of Day reflections to build confidence and communication skills

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

## 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