



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

**Apprentice Title:** People & Culture Apprentice  
**Department:** People & Culture  
**Mentor Title:** Human Resources Business Partner

### 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 People & Culture Apprentice supports employee engagement, recruitment, and culture-building initiatives through hands-on learning and project-based experience. This role contributes to employee experience and hiring initiatives while developing foundational skills in human resources, organizational culture, and employee engagement practices.

### Key Responsibilities and Essential Functions

- Support employee engagement initiatives by assisting with planning and coordination of organization-wide events such as Employee Day, Employee Appreciation activities, and culture-building programs.  
Outcome: Gains exposure to employee engagement strategy, event planning, and cross-department coordination.
- Assist with Affinity Group and employee community initiatives by helping coordinate meeting logistics, tracking participation, and supporting communication efforts.  
Outcome: Develops understanding of inclusive workplace practices and employee engagement frameworks.
- Support recruitment and hiring processes by assisting with interview scheduling, candidate communication, and preparation of interview materials and logistics.  
Outcome: Builds foundational knowledge of equitable hiring practices and recruitment workflows.
- Assist with recruitment outreach and employer branding efforts by supporting job posting updates, career fair preparation, and internal communication about open roles.  
Outcome: Gains exposure to talent acquisition strategies and workforce development partnerships.
- Contribute to People & Culture projects by assisting with research, data organization, and preparation of materials related to employee experience, feedback collection, and internal initiatives.  
Outcome: Builds experience interpreting employee feedback and supporting organizational initiatives.
- Support internal communications and resource development by helping draft announcements, guides, and employee-facing materials.  
Outcome: Develops professional communication and organizational writing skills.
- Participate in cross-functional collaboration by attending meetings and supporting coordination between departments involved in People & Culture and recruitment initiatives.  
Outcome: Gains exposure to organizational operations and stakeholder engagement.

**TOGETHER WE CAN END HUNGER**





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## Qualifications

- Interest in Human Resources, organizational development, nonprofit work, or employee engagement.
- Strong communication and organizational skills.
- Ability to manage multiple tasks and meet deadlines with guidance.
- Interest in learning about workplace culture, equity, and employee experience.
- Demonstrated curiosity, professionalism, and willingness to learn in a collaborative environment.

## Exposure

- Candidates must be continuously enrolled at City Colleges and maintain good academic standing, with a minimum GPA of 2.5 throughout the duration of the apprenticeship. Candidates must also have no less than 30 credits by the end of Spring 2026 with the goal to complete an Associate's Degree by the end of the Spring 2027 semester.
- Available to **apprentice 20 hours per week** during school for shifts no fewer than 4 consecutive hours each during operating hours of Monday through Friday, 8:30am to 5pm. The apprenticeship will **be in-person, with the opportunity for a hybrid schedule after 90 days of proven work performance.** Apprentices approved for hybrid remote work must perform the majority of the work in-person (60% or more). More than 20 hours per week may be accommodated, especially during school breaks, with an approved request in advance.
- The apprentice will primarily work in an office environment with opportunities to engage with employees across departments. This role provides exposure to employee engagement strategy, recruitment practices, HR processes, event coordination, and cross-functional collaboration. The apprentice will work under close supervision with increasing independence as skills develop and will participate in professional development opportunities provided through the apprenticeship program.
- Interacts with Food Depository staff, partner organizations, donors, and vendors.

## Compensation

\$21/hour apprenticeship wage

## Benefits

- Professional development throughout the apprenticeship such as Financial Health, Digital Literacy, Advocacy, Networking, etc.
- Onsite wellness center with ample, advanced fitness equipment
- \$5 daily credit to Foda lunch provider; Foda 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)

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CHICAGO**  
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### How to Apply (Continued)

- 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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PARTNER  
FOOD BANK OF  
**FEEDING**  
**AMERICA**