

Internship Positions Available with the Bread Project

This is an exciting time in our organization's history! Come and be a part of a growing organization and help people in your community by promoting self-sufficiency through intensive job training in the food industry.

The Bread Project is a nonprofit organization founded in 2001 with the mission of helping homeless and low-income people find work in bakeries, restaurants and other culinary jobs. In 2010, we are undergoing a huge expansion and program restructuring that will allow us to serve more Bay Area residents in need and enhance outcomes. With a budget of close to \$1M, we are capable of making real progress and significant results.

We are seeking two interns: one to help with our resource development, grant-writing, and fundraising, and another to help with administrative duties, programmatic assistance, and job readiness preparation. We offer flexible schedules, many opportunities for professional development. We are looking for motivated, creative, organized individuals with the ability to take initiative and start on the ground running.

For more info on our organization, please go to our website at www.breadproject.org.

Contact:

careers@breadproject.org
510-594-1702

Requirements

Please include your resume and a cover letter in your application. You must be legally permitted to work in the US.

Internship Postings

Development Intern:

Responsibilities

- Assist with resource development, including enhancing and managing individual donations, developing and coordinating fundraising events, researching and preparing grants, and developing other sources of income
- Assist with preparing communication and marketing products, including website and Facebook content, correspondence, presentations, newsletters, brochures and flyers, and the annual report
- Assist with performance management of program results
- Conduct data reconciliation and reporting in fundraising database

Requirements

- Fundraising or nonprofit background preferred but not required

- Must have strong writing, organizational/project management, and computer skills (MS Office Suite and database software)
- Must be detail oriented and think strategically
- Must be able to work independently in a fast-paced environment

Program Intern:

Responsibilities

- Working one-on-one with graduates of the Bread Project to create their portfolios
- Reporting and researching on program goals
- Contacting possible employers and setting up meetings
- Maintenance and upkeep of program database
- Assisting Executive Director, Program Manager, and Job Developer with financial, organizational, and programmatic duties
- Assisting with computer literacy classes
- Helping to evaluate and report on the trainees' learning and progress

Requirements

- Job development, social services, or other community nonprofit background preferred but not required
- Comfortable working with a diverse population
- Must have strong writing, case management, and computer skills (MS Office Suite and database software)
- Must be detail oriented and think strategically
- Must be able to work independently in a fast-paced environment