

# Society of St. Andrew

GLEANING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY



Gleaning Network • Potato & Produce Project • Harvest of Hope

## Job Opening: Harvest of Hope Intern

- Title:** Harvest of Hope Intern  
**Reports to:** Director, Harvest of Hope  
**Location:** Hiring priority will be given to those in the Charlotte, NC area  
**Starting Salary:** \$15.30 an hour, \$4500 max for 300 hours  
**Starting Date:** June  
**Travel:** Intern needs their own vehicle and will be reimbursed for trips at 0.58¢ per mile beyond daily office commute. Ride sharing with other SoSA staff is expected when feasible.  
**Housing:** Housing during events is provided. When not at an event, intern will need to have their own housing. Intern will need access to a computer and the internet for virtual meetings and work. Events schedule posted at [endhunger.org/hoh](http://endhunger.org/hoh). Intern is expected to be at all events in Alabama and North Carolina.  
**Application Info:** Email résumé (Word or PDF) and cover letter (required) to Elise Vanderstelt, Human Resources at [hr@endhunger.org](mailto:hr@endhunger.org). For more information, please contact Tresca McSwain, Director, Harvest of Hope at [hoh@endhunger.org](mailto:hoh@endhunger.org) or 540-707-6513.

***The Society of St. Andrew (SoSA) is a domestic hunger relief ministry based in Big Island, Virginia. Harvest of Hope (HoH) is the mission retreat program of SoSA. HoH events are held at camp and conference centers in various locations for junior-high youth, senior-high youth, college students and young adults, as well as intergenerational groups.***

### JOB RESPONSIBILITIES:

- Learn program mission, goals, and processes. Familiarize themselves with the mission and scope of SoSA.
- Perform assigned pre-event in-office duties, such as writing letters to leaders and participants, participating in leadership meetings when necessary, compiling event materials and supplies, confirming activity schedules for upcoming events, and checking on last-minute details
- Attend summer Harvest of Hope events as a representative of the Society of St. Andrew and serve as an integral part of the leadership team, assisting in all aspects of program education such as, leading worship, leading small groups etc.
- Aid with planning and preparing for Fall events
- Complete post-event work, such as writing follow-up and thank-

you letters, event reports, evaluations, and end-of-service reflection

## **JOB QUALIFICATIONS**

- Intern must be at least 21 years of age with a minimum 2 years of college.
- Group leadership experience, comfortable with Christian faith language and texts. Some seminary training or theological education preferred.
- Commitment to serving people in need
- Good communication skills- both oral and written, Strong organizational skills, and detail-oriented.
- Ability to work well in assigned roles as part of a team
- Basic computer skills including G-suite, Canva, Microsoft Excel and Word
- Social Media experience (Facebook and Instagram)
- Musical skills a plus
- Experience working with youth (Middle through High School)

Intern must submit to a background check conducted by the Society of St. Andrew's national background check provider.

Any alcohol or controlled substance conviction within 60 months will disqualify an individual from participation. A firearms conviction or domestic violence conviction at any time is disqualifying, as is any personal assault conviction or any conviction involving crimes of a sexual nature, such as (but not limited to) sexual abuse, incest, indecent liberties, sexual misconduct, rape, or attempted rape. Any crimes against children/minors at any time will also disqualify an individual. In addition, theft, fraud and financial crimes that occurred at any time will disqualify individuals.

If SoSA has any questions about a flag on a background check, the Human Resources Director will reach out directly to the individual to gather more information to see if we can proceed with participation or to confirm they are disqualified.

**Alcohol, tobacco and substance use is prohibited during HoH events.**