



INTERN POSITION DESCRIPTION

TITLE:	Cooking Matters Intern
DEPARTMENT:	Supportive Housing
REPORTS TO:	Shannah Knaup, Supportive Housing Program Manager
DURATION:	May 13 – August 30, 2019; about 8 hours per week
COMPENSATION:	Unpaid

SUMMARY: Central City Concern (CCC) is a nonprofit provider of integrated housing, health, and employment services to some of the most vulnerable populations in the Portland metropolitan area. Housed and Healthy is a program within CCC's Supportive Housing department and it aims to create strong connections between health services and CCC's residents. Old Town Clinic is CCC's primary care health center. In partnership with Housed and Healthy, Old Town Clinic is facilitating a class around nutrition education and cooking for our clientele. The Oregon Food Bank will also be a partner in this. The internship will entail the management of the Cooking Matters program at CCC to ensure participation, operational efficiency and effectiveness, and to support the sustainability of the program so CCC can continue to provide this opportunity to clinic patients and Housing's residents.

If interested in this opportunity, please apply by emailing westbrook.evans@ccconcern.org with your resume. Please include a short paragraph on why you are interested in the position. Applications will be accepted until Wednesday, May 8.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform outreach in CCC's Housing to ensure participation of clients throughout the 6-week course
2. Assist in the facilitation of each week's Cooking Matters class at Old Town Clinic
3. Work with the Oregon Food Bank and CCC's Cooking Matters team to prepare for and wrap up the Cooking Matters program
4. Provide education and resources to clients looking to better their eating habits and overall wellness
5. Create and distribute marketing materials and information about CCC's upcoming Cooking Matter classes
6. Assist Cooking Matters team in a final review of the course and provide improvement suggestions for future class holdings
7. Must be available on Mondays from 1:30 – 4:40 p.m.

DESCRIPTION OF OTHER DUTIES:

1. Support the Supportive Housing Program Manager with other health education related activities/projects as needed

SKILLS AND ABILITIES:

1. Ability to take initiative.
2. Organizational skills.
3. Ability to adhere to HIPAA standards and privacy laws
4. Ability to maintain accurate records and necessary paperwork.

5. Ability to manage time and meet deadlines.
6. Ability to communicate clearly and concisely, both orally and in writing.
7. Ability to work effectively with a diverse population.
8. A comfort and interest in working with underserved people with a history of homelessness, mental health issues, addictions, and disabilities.
9. Basic cooking skills i.e. chopping, peeling, and dish clean up

MINIMUM QUALIFICATIONS:

1. Must currently be enrolled in an educational program, ideally focused in health promotion, health education, and/or nutrition
2. Experience in community outreach and/or facilitating educational programs
3. Strong interest in community health and food justice
4. Familiarity with CCC's mission and/or underserved communities in downtown Portland
5. Must adhere to agency's non-discrimination policies.
6. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, political affiliations, cultural backgrounds, life-styles, and sexual orientations and treat each individual with respect and dignity.