



WE DON'T WASTE

SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE

App Based Food Recovery Internship

The Organization

We Don't Waste believes nutritious food should be fed to people, not landfills. We reduce food insecurity and waste by rescuing food from venues, caterers, distributors, and restaurants, then delivering it free of charge to hunger-fighting local agencies in the Denver Metro area. We Don't Waste is a fast-growing and high-impact nonprofit organization that addresses hunger and food waste through an innovative recovery model.

The Opportunity

The App Based Food Recovery Internship is a part-time, non-exempt position that reports to the Volunteer Programs Manager at We Don't Waste. This rewarding position is a vital part of the We Don't Waste team and mission. This position will be instrumental towards growing our new, small-scale food recovery program which utilizes a mobile app and our's amazing volunteer base to coordinate donation pick ups and drop offs around Denver. The person in this position will get in-depth, hands-on experience in the world of food recovery and volunteer management.

Hours

This position is 20 hours per week from September 2023-May 2024. The workdays are Monday, Tuesday and Thursday and Fridays between the hours of 8 am and 4 pm to equal 20 hours of work per week.

Duties

- Administrative
 - Work cross functionally with the We Rescue team to create, update, and modify food rescues in the app.
 - Create donor and recipient profiles and update information as needed.
 - Send weekly volunteer emails detailing available food rescues.
 - Create and respond to support tickets.
- Dispatch
 - Continuously monitor We Rescue dashboard to ensure all food rescues are completed on time, and triage issues as needed.



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- Work with the We Rescue team to schedule unassigned rescues to fleet operations.
- Actively complete food rescues as needed.
- Serve as primary point of contact for all food rescue related questions.
- Ensure timely and accurate data input in both We Rescue and Salesforce applications.
- Volunteer Support
 - Assist the Volunteer Program Manager with volunteer recruitment.
 - Build and maintain strong relationships with existing volunteers.
 - Serve as primary point of contact for any program related questions.
- Food Donor Support
 - Assist Food Acquisition Manager in pursuing food recovery partnerships with small businesses, artisanal shops, restaurants, grocery stores, and farmers.
 - Conduct site visits to gather site-specific information and instructions such as donation specifics, schedule, pickup logistics/instructions, points of contact, and metrics.
 - Serve as primary point of contact for any program related questions.
- Recipient Agency Support
 - Assist the Agency Relations Specialist to identify recipient agencies for each food rescue.
 - Conduct phone calls/site visits to coordinate drop offs.
 - Obtain drop off instructions and points of contact.
 - Serve as primary point of contact for any program related questions.

Desired Qualifications

- Friendly attitude
- Passion for We Don't Waste's mission!
- Comfortable engaging with community members and donors
- Attention to detail
- Experience with Salesforce (preferred)
- Good driving record
- Strong written and verbal communication skills
- Access to a vehicle

Physical Job Requirements



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- Repeated lifting of donated food weighing 20 pounds or more
- Tobacco, vape, and drug-free environment.

Salary/Benefits

The hourly pay rate for this or this position is \$20.00.

This position is not eligible for benefits but will accrue prorated sick and vacation time at 1.67 hours per payroll.

Application Process

Qualified and interested candidates should submit a resume and cover letter to Katie Malarkey at careers@wedontwaste.org. Applications received September 7, 2023, will be given priority and the job posting will be removed from our website (www.wedontwaste.org/get-involved/#careers) when the position has been filled.

We Don't Waste is an equal opportunity employer and seeks a diverse pool of applicants. We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.

Reasonable Accommodation

Applicants with disabilities may contact Human Resources via email to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time. Please contact We Don't Waste at careers@wedontwaste.org.

EEO Statement

We are committed to providing equal employment opportunities to all persons regardless of race, color, ancestry, citizenship, national origin, religion, veteran status, disability, genetic characteristic or information, age, gender, sexual orientation, gender identity,



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marital status, family status, pregnancy, or other legally protected status (collectively, protected statuses). We do not tolerate unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.

Disclaimer

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.