

**REPORTS TO: AGENCY MANAGER**

**LOCATION: RENO, NEVADA (IN-PERSON, VIRTUAL, HYBRID)**

## **NUTRITION UNDERGRADUATE INTERN**

### **POSITION SUMMARY:**

The Nutrition Intern will support the development, implementation, and reporting of the WIC Farmers' Market Nutrition Program (FMNP) E-Solutions grant. This internship provides an opportunity for a motivated individual to gain hands-on experience in grant management, program coordination, and stakeholder engagement within the public health and agriculture sectors. The intern will work closely with the WIC Program Coordinator and other team members to contribute to the success of the grant objectives.

### **Compensation:**

Unpaid

### **Key Projects Include:**

- Work collaboratively with the Nevada WIC program and stakeholders in the development, implementation, and reporting of the WIC FMNP E-Solutions grant.
- Assist in the development and delivery of the FMNP E-Solutions mobile application to farmers and participant trainings.
- Provide technical assistance to participating FMNP farmers and participants in using the E-Solutions mobile app.
- Compile participation statistics and feedback regarding the E-Solutions mobile app from FMNP farmers and participants to determine areas of improvement.
- Assist with conducting monitoring visits to authorized FMNP farmers markets to ensure compliance with federal and state regulations.
- Draft quarterly and final FMNP and E-Solutions grant reports for submission.
- Draft responses to state and federal requests and notices regarding the FMNP E-Solutions Grant.
- Assist with the development and maintenance of the FMNP State Plan.
- Represent the WIC FMNP program at various local, state, and national meetings as required.
- Perform other duties as assigned.

### **Knowledge and Skills:**

- Strong communication and interpersonal skills.

- Proficiency in Microsoft Office Suite and ability to learn new software applications quickly.
- Ability to work independently and as part of a team.
- Attention to detail and ability to manage multiple tasks effectively.

#### Work Environment:

This position may involve a combination of remote work and on-site activities, with occasional travel within the community for meetings, presentations, and networking events. The intern will have the opportunity to gain hands-on experience in a dynamic and collaborative environment, contributing to meaningful projects that support the advancement of public health in Nevada.