

Position: Summer Program Intern

Reports to: Program Manager

Location: Nantucket, MA

POSITION SUMMARY

The Summer Program Intern supports the Program Manager in coordinating Nourish Nantucket's summer meals and food rescue programs. This hands-on, part-time role is ideal for someone interested in nonprofit operations, food security, and community service. The intern will assist with program logistics, volunteer coordination, facility upkeep, and administrative tasks that help Nourish Nantucket serve its partners, volunteers, and participating families. This position is 25-30 hours per week for 8 weeks June 15 - August 15, 2026, shifts Monday - Saturday from 7am - 2pm to be set weekly.

KEY RESPONSIBILITIES

Program Operations

- Assist with daily logistics for summer meals and food rescue programs, including scheduling and preparation
- Maintain program calendars, materials, and workflows for consistent service delivery
- Support enrollment paperwork, eligibility processes, waitlist management, and partner coordination

Building & Facility

- Help maintain clean, welcoming program spaces and support scheduling and setup of shared areas
- Report facility needs, maintenance concerns, or operational issues to the Program Manager

Volunteer & Event Support

- Coordinate and orient volunteers on Saturdays and during weekly program activities
- Support special events, food distributions, and community programs as needed

Administrative

- Assist with data entry, recordkeeping, program reporting, and preparing materials and communications
- Perform other duties as assigned in support of Nourish Nantucket's mission

QUALIFICATIONS

- Preference for Spanish language speaker
- Genuine interest in food security, community service, or nonprofit work
- Reliable, organized, and able to work independently
- Comfortable working with community members, volunteers, and staff
- Basic computer skills (email, calendars, Google Docs/Sheets or similar)
- Ability to work Saturdays consistently
- Prior experience in a community-serving organization is a plus but not required

HOW TO APPLY

Please email a resume, a brief letter of interest, and two professional references to info@nourishnantucket.org.

Nourish Nantucket is an equal opportunity employer. We welcome candidates of all backgrounds.