



## INTERNSHIP DESCRIPTION

SUMMER 2021 SEMESTER

The Hammond Farmers Market is seeking two interns for Summer 2021 semester.

Basic Function: The Farmers Market Intern will assist the Farmers Market Manager in the operations of the Hammond Farmers Market. The Hammond Farmers Market operates year round, rain or shine, every Saturday from 8AM-12PM.

Reports To: Hammond Farmers Market Manager and Hammond Downtown Development District Executive Director

Duties and Responsibilities:

- Operate market at least 2 Saturdays per month, including set-up and break-down, during the hours of 7:30AM-1PM
- Assist with the set-up, and take-down of market tents, tables, chairs, signs, and other market day items
- Enforce established market rules
- Maintain positive, non-discriminatory relations with all market vendors
- Report market emergencies, complaints, and customer requests
- Collect and document rent payments from vendors every Saturday
- Develop/manage vendor communications using Mailchimp and email
- Develop/ manage public-facing communication to advertise for weekly market using Mailchimp and Facebook
- Other duties as assigned

Minimum Qualifications:

- High School diploma or GED equivalent.
- Student must be performing work/gaining knowledge in their field of study while earning credit toward their college degree.
- Possess strong communication skills (verbal/written/technical).
- Must have reliable transportation to travel to various locations as requested.
- Must maintain a valid drivers' license and auto insurance

Every Saturday | 2 W. Thomas Street | 8:00 AM - Noon



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### **SUMMER 2021 SEMESTER**

Preferred Qualifications: Previous experience in agriculture, information technology, communication, marketing, sales, or a combination of.

Physical Demands: The position requires frequent strenuous physical labor in a safe manner. While performing the duties of this position, the intern is frequently required to sit, stand, walk, bend at the waist, stoop, kneel, and crouch. The position requires the incumbent to engage in repetitive hand/arm movements, pushing/pulling, grasping, and keyboarding. The intern is required to traverse uneven terrain in the performance of duties associated with the position. On a frequent basis, the incumbent will be required to lift/move/transport items weighing up to 50 pounds.

Working Conditions: Work is performed in both indoor and outdoor environments. When working in an outdoor environment, there may be frequent exposure to varying weather conditions.

What You Can Gain From This Experience:

- Letters of recommendation
- Knowledge of local micro-businesses; regional food sustainability, availability, & systems; and social, economic & ecological market benefits;
- Real-life management, maintenance, and communication skills
- Event planning skills
- Networking & mentorship opportunities

To Apply: Email a resume & cover letter to Michelle Kendall at [kendall\\_ml@hammond.org](mailto:kendall_ml@hammond.org).

\*The internship described above is an unpaid position.