



FARMERS MARKET INTERNSHIP DESCRIPTION

THE HAMMOND FARMERS & ARTISANS MARKET IS SEEKING **ONE** INTERN FOR THE SUMMER 2024 AND FALL 2024 SEMESTERS. WE ARE LOOKING FOR AN INDIVIDUAL THAT IS READY TO ENGAGE WITH MEMBERS OF OUR COMMUNITY AND SHOW COMMITMENT TO SUPPORTING LOCAL FARMERS & ARTISANS.

BASIC FUNCTION: THE FARMERS MARKET INTERN WILL ASSIST THE FARMERS MARKET MANAGER IN THE COMMUNICATION AND DIGITAL EFFORTS OF THE HAMMOND FARMERS & ARTISANS MARKET. THE MARKET OPERATES YEAR ROUND, RAIN OR SHINE, EVERY SATURDAY FROM 8AM-12PM IN RAILROAD PARK (106 NW RAILROAD AVE) IN DOWNTOWN HAMMOND.

REPORTS TO: DDD EXECUTIVE DIRECTOR AND MARKET MANAGER

DUTIES & RESPONSIBILITIES:

- AVAILABLE AT LEAST 15 HOURS PER WEEK
- ASSIST WITH 3 MARKETS PER MONTH (ON SATURDAYS)
- DEVELOP/ MANAGE VENDOR COMMUNICATIONS
- DEVELOP/ MANAGE PUBLIC-FACING COMMUNICATION TO ADVERTISE FOR WEEKLY MARKET
- MANAGE MARKET SOCIAL MEDIA PAGES
- ASSIST WITH OTHER PROJECTS AS ASSIGNED

PREFERRED QUALIFICATIONS: PREVIOUS EXPERIENCE OR COURSEWORK IN WRITING COPY, SOCIAL MEDIA ACCOUNT MANAGEMENT, MARKETING, DIGITAL DESIGN, GRAPHIC DESIGN. BUSINESS MANAGEMENT, BUSINESS ADMINISTRATION, OR NUTRITION EDUCATION & PROMOTION



Start Your Weekend Downtown

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.

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 RESUME & COVER LETTER TO MICHELLE KENDALL AT DOWNTOWNHAMMOND@GMAIL.COM. PLEASE INCLUDE AVAILABILITY/EXPECTED HOURS IN COVER LETTER.

SUMMER 2024 TERM DATES: MAY 13 - JULY 31, 2024

FALL 2024 TERM DATES: AUGUST 19 - DECEMBER 6, 2024

WE LOOK FORWARD TO HEARING FROM YOU!

**THE INTERNSHIP DESCRIBED ABOVE IS AN UNPAID POSITION.*

**SUMMER INTERNS ARE REQUIRED TO FULFILL DDD INTERNSHIP DATES REGARDLESS OF COURSE CREDIT REQUIREMENT DATES FROM YOUR UNIVERSITY.*