

Farmers Market Internship (2 Positions Available)

Summary of Position:

This internship would be a position between both the Grand Haven & Spring Lake Farmers Markets (managed by The Chamber of Commerce) in partnership with Ottawa Food. The focus would be promoting and facilitating the various food assistance programs we offer, marketing the Farmers Markets, event planning and providing support to the Market Manager during Farmers Market hours. Additional office time outside of Market hours would be required as seen fit by supervisors. If you are interested in the promotions field, event-planning or just love Farmers Markets in general, this could be a great fit for you!

Hours:

The internship would run from May 2020—August 2020 (or longer if the intern prefers). Intern will be required to be at the Farmers Market for the following days and times:

- One intern on Wednesdays from 7:30am—3:30pm at Grand Haven Market (starting in June)*
- One intern on Thursdays from 8:30am—4:30pm at Spring Lake Market (starting in June)*
- Interns would alternate Saturdays from 7:30am—1:30pm in Grand Haven (starting in May)
- Other office hours as scheduled/needed

*Times reflect Market hours plus additional office hours after Market day ends

Responsibilities:

- Manage, support and/or assist with the Grand Haven Farmers Market and the Spring Lake Farm & Garden Market including, but not limited to, the Power of Produce Kids Club, SNAP, Double Up Food Bucks, Garden Heroes, supporting the Market Manager, activities and events, as well as educational sessions and farm tours
- Market and promote events (public speaking, print marketing, event calendars, social media, etc.)
- Data entry
- Develop or collect items to be given out to food assistance users (recipes, healthy lifestyle tips, etc.)
- Attend regular meetings between Ottawa Food and the Farmers Market Staff

Knowledge & Skill Requirements

- Communication skills—oral, written, etc.
- General computer knowledge—e-mail, Microsoft Office, Social Media, Canva, Constant Contact (preferred)
- Organization and time management skills
- Knowledge of Farmers Markets, dietary needs, health, agriculture, etc. is preferred

Compensation:

This is an unpaid position with the opportunity for a stipend. Internship must be completed for college credit.

Apply:

To apply, send cover letter and resume to Ellie Holman at eholman@grandhavenchamber.org Learn more about our Farmers Markets here: <http://grandhavenchamber.org/farmers-markets>.