

## Farmer's Market Summer Staff Spring/Summer 2022

### Overview:

The Farmer's Market Staff will be seasonal positions at both the Grand Haven & Spring Lake Farmers Markets (managed by The Chamber of Commerce). 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 public health issues, event programming, or just love Farmers Markets in general, this could be a great fit for you! This opportunity can be completed as an internship opportunity if desired, along as it meets your university/program requirements.

### Responsibilities Include:

- 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, supporting the Market Manager, activities and events, as well as educational sessions.
- 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.)

### Knowledge & Skill Preferences:

- Communication skills—oral, written, listening, non-verbal, etc.
- Computer skills—Microsoft Office, internet and e-mail
- Analytical and problem-solving skills
- Organization and time management skills
- Close attention to detail
- Knowledge of the programs and services available through The Chamber
- Proficient in Social Media— Facebook/Instagram/Tiktok
- Previous event planning, customer service and marketing experience
- Experience with Canva or other design programs is a bonus
- Professional dress and demeanor
- Knowledge of Farmers Markets, dietary needs, health, agriculture, Ottawa Food Programs etc. is preferred

### Hours:

The internship would run from May 2022—August 2022 (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

### Compensation:

This is an paid position at \$12/hour. This may be considered an internship for college credit.

### Apply:

Please send cover letter & resume to Antoinette Martin [amartin@grandhavenchamber.org](mailto:amartin@grandhavenchamber.org)

### About the Organization:

The “go to place” for community and business information for over 100 years, The Chamber of Commerce Grand Haven, Spring Lake, Ferrysburg provides business assistance, networking opportunities and advocates for more than 700 Northwest Ottawa County member businesses. In addition to contributing to the tourism that supports Northwest Ottawa