



POSITION DESCRIPTION

DDA Farmers Market Communications Internship – Summer 2025

Ada Township Downtown Development Authority

Salary/Benefits: \$15/hr.

10 - 15 Hours/Week

Duration: May 2025 through August 2025 (*17 weeks*)

GENERAL PURPOSE

The Ada Farmers Market is a seasonal, outdoor Farmers Market operating every Tuesday from June 3 – October 28, 2025. We are looking for a creative and dynamic intern who has a passion for great food and a keen eye for photography to help promote the Market and the benefits of shopping locally from our diverse group of dedicated farmers and producers. An ideal candidate will not only be an enthusiastic advocate for the local food movement but will also possess the creativity and skill to develop compelling content that engages our community through social media platforms and other marketing channels.

This internship offers an exciting opportunity to work with both the Manager of the Ada Farmers Market and the Director of the Ada Township Downtown Development Authority (DDA). The Ada Township DDA is dedicated to supporting the vitality of the downtown district through collaboration with local businesses, public promotion, and community partnerships.

REQUIREMENTS

- Passion for the Market's Mission of providing high quality, fresh, locally produced food to all members of our community.
- Able to work in a team environment and contribute to goals of the Market.
- The individual must demonstrate the ability to undertake basic assignments and possess an ability to interact professionally with merchants, staff, and vendors, and display good judgment.
- Proficient in social media platforms including, but not limited to Facebook, Instagram, and TikTok.
- Experience with Canva or other design programs is a bonus.
- Experience with photography, and social media; a portfolio showcasing your work would be a plus.
- Applicants should be available for a minimum of 10-15 hours per week.
- Operate a motor vehicle in a safe manner and in compliance with all Michigan laws and regulations.
- Ability to work independently and efficiently.
- Excellent written/verbal communication skills
- Strong organizational skills, creative thinker, and self-starter.
- Ability to handle a flexible work schedule based on workload.

ROUTINE JOB DUTIES/RESPONSIBILITIES

- Work alongside Market Manager and DDA Director to promote Market through social media platforms.
- Develop and maintain good working relationships with DDA Director, Market Manager, vendors, market goers and community members.
- Promote goodwill by representing Ada Township in a professional manner with a cheerful, can-do attitude.

- Help manage and update the Market's social media platforms, including Facebook, Instagram, and TikTok, to reach a wide and diverse audience.
- Use your photography skills to capture visually appealing images of the Market, its vendors, and products.
- Attend weekly Markets to assist with operational and communication needs.
- Contribute to weekly email or social media communications.
- Provide thorough, thoughtful, and correct information to the public.
- Identify creative methods for promoting the Market to the community.
- Assist with development and coordination of market programing including, but not limited to Kids in the Market.
- Support the downtown community and work on joint projects with community partners.
- Create and complete additional tasks as directed by the DDA Director and/or Market Manager.

WORKING CONDITIONS

- Extended periods of standing and walking during market days
- Ability to lift, carry, push, and pull up to 20 pounds
- Intermittent periods of computer and office work
- Constant talking, hearing, concentration, judgment and writing ability

TO APPLY

If interested please send resume, cover letter and three references to:

Kevin Austin, DDA Director

kaustin@adatownshipmi.com

Office: (616) 676-9191 ext. 35

Deadline to Submit Application: Open Until Filled

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Interns will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.