



POSITION DESCRIPTION

DDA Farmers Market Communications Internship – Summer 2024

Ada Township Downtown Development Authority

Salary/Benefits: \$15/hr.

10 - 15 Hours/Week

Duration: May 2024 through August 2024 (*17 weeks*)

GENERAL PURPOSE

The Ada Farmers Market is a seasonal, outdoor, Farmers Market operational every Tuesday from June 4 – October 29, 2024. We're seeking an intern, passionate about great food, to assist in promoting the advantages of shopping locally from our broad array of dedicated farmers and producers. An ideal candidate will be an enthusiastic advocate of the local food movement with experience developing effective communications to reach a wide range of current and potential customers. The Ada Farmers Market is operated by the Ada Township Downtown Development Authority.

The Ada Township Downtown Development Authority is an advocate for the vitality of the downtown development district. It works with the local businesses, Township, Ada Business Association, and other community partners to support the enhancement of Downtown Ada through promotion, business collaboration and public improvements. The intern position works directly with both the Manager of the Ada Farmers Market and Director of the Ada Township Downtown Development Authority.

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.
- 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.
- 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 programming 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:

Haley Stichman, DDA Director
hstichman@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.