



Salt Lake County Job Description Wheeler Farm Farmers Market Intern

PROGRAM DESCRIPTION AND JOB SUMMARY

The Wheeler Farm Farmers Market Intern (Intern) is a valued member of our organization and will share the responsibility of the coordination of the Wheeler Farm Farmers Market (Market). The Market runs from June 3rd thru October 28th. Primary support will take place during the Farmers Market days on Sundays from 7 a.m. - 3 p.m. with one additional flexible workday.

This internship is a great opportunity for the right individual who wants to learn about the local food system and engage in the coordination of a successful Farmers Market.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

- Attendance at 22 weekly markets. Arrive at market 2 hours before opening to coordinate market set-up and stay at market until all vendors have left (usually no more than 1 hour after market closing).
- Support the Market information table through set-up and staffing, vendor support, and demos.
- Assist with creating themed markets and special event support.
- Promote, advertise, and perform outreach for the Market.
- Visit vendors with Urban Farming Program Manager and prepare reports on business practices.
- Support Market assessment and evaluation through development and collection of questionnaires, market surveys, and other metrics

QUALIFICATIONS, SKILLS AND ABILITIES

- Experience working with diverse communities, interest and familiarity with issues relating to various aspects of the local food system, marketing, and small business.
- Proficiency in Microsoft Office applications required; experience with InDesign preferred.
- Required to work on Sundays.
- Must agree to a BCI (background check).

This position is an individual placement AmeriCorps Member position through the Utah Campus Contact – <http://utahcompact.org/>. The individual must complete 300 hours of service to receive compensation of \$1230.69 education award. The position requires 15-20 hours of service work per week depending on Market needs and terminates no later than November 31, 2018.

Salt Lake County is accepting applications now and will interview candidates on a rolling basis. Candidates are encouraged to apply early; the target hire date for the position is **May 25, 2018**.

Please email your cover letter & resume to Supreet Gill at skgill@slco.org by May 17, 2018.