

**Town of Steilacoom  
Job Description**

**Incumbent** \_\_\_\_\_

**Supervisor** \_\_\_\_\_

**Position Title:**           **Farmers' Market Intern (Unpaid) Date:**   **2/18**

**Basic Function:** The Farmers' Market Intern assists the Farmers' Market Coordinator in the operations of the Steilacoom Farmers' Market. Under the direction of the Farmers' Market Coordinator, the Farmers' Market Intern is responsible for the designing/ implementing/maintaining an outreach program utilizing approved forms of social media, the Town of Steilacoom's website, and other websites as authorized.

**Reports To:**               Farmers' Market Coordinator

**Duties and Responsibilities:** *(Essential Functions are underlined)*

**Market Activities:**

1.     Enforce Market rules.
2.     Maintain positive, non-discriminatory relations with all market vendors.
3.     Assist with the set-up, and take-down of Market tents, tables, chairs, signs, road blocks, and other Market day items.
4.     Report Market emergencies, complaints, and customer requests.
5.     Collect referrals/recommendations from shoppers/vendors.
6.     Assist with the Market's Community Corner and food demonstration schedule.

**Market Development / Community Outreach:**

1.     Build community relationships.
2.     Provide a welcoming, positive, and fully-accessible market.
3.     Conduct vendor interviews and write articles for the Market newsletter.
4.     Develop communication tools for Market buyers/community.
5.     Develop/manage marketing/communications to improve/attract advertising and increase market utilization.
6.     Increase Market exposure utilizing internet sources to include the posting of photographs, videos and additional forms of marketing as approved.
7.     Provide positive/active support of Town customers, citizens, and co-workers.
8.     Performs other duties as assigned. *The duties listed above are illustrations of the types of work that may be performed in the position. Omission of specific statements of duties does not provide an exclusion if the work performed is similar, related, or a logical assignment to the position. The job description may be subject to change by the employer as the needs of the employer and/or requirements of the job change.*

**Knowledge, Abilities, and Skills:**

1.     Ability to interpret market rules, local/state safety guidelines and other pertinent laws/regulations.
2.     Ability to communicate explaining rules/regulations.

3. Ability to follow written/verbal instructions.
4. Ability to develop/maintain cooperative relationships with the public, vendors, volunteers, and staff.
5. Ability to effectively organize and prioritize work.
6. Ability to work under limited supervision.
7. Possess strong interpersonal skills exhibiting tact, patience, and courtesy.
8. Skilled in working with diverse stakeholders.
9. Skilled in project management, program design, coordination, and implementation.
10. Skilled in navigating/utilizing Facebook and other social media.
11. Skilled at writing clear/accurate articles and posting web content.
12. Working knowledge of Microsoft Office suite, including Word, Excel, and Outlook.

**Minimum Qualifications:**

- High School diploma or GED equivalent.
- Experienced communicator (verbal/written/technical).
- Must have reliable transportation.
- Incumbent must maintain a valid drivers' license and insurance when using a personal/Town vehicle on Town business.
- Experienced in navigating/utilizing Facebook and other social media.
- Experienced in working independently as well as being an effective team-player.

**Prefer:** Previous experience in information technology, communications, marketing, sales, agriculture, or a combination of experience providing the skills necessary to perform the duties of the position.

**Physical Demands:** The position requires the incumbent frequently perform strenuous physical labor in a safe manner. While performing the duties of this position, the incumbent is frequently required to sit, stand, walk, bend at the waist, stoop, kneel, and crouch. The position requires the incumbent to engage in repetitive hand/arm movements, pushing/pulling, grasping, and keyboarding. The incumbent is required to traverse uneven terrain in the performance of duties associated with the position. On a frequent basis, the incumbent will be required to lift/move/transport items weighing up to 50 pounds.

**Working Conditions:**

Work is performed in both indoor and outdoor environments. When working in an outdoor environment, there may be frequent exposure to varying weather conditions.