Marketplace@Sprout! Intern

NEDCO is looking for someone who is passionate about local food systems and community development to support the planning, promotion and operations of Marketplace@Sprout! This internship is offered either on a term basis or ongoing depending on the needs of the individual selected. Please send resume/cv and cover letter to sprout@nedcocdc.org. Internship is open until filled.

Job Status: Part –Time Internship (up to 15 hours available; hours may be divided into smaller independent internships dependent upon individual interest/availability)

Job Site: NEDCO and Sprout!

Job Salary: No financial compensation. Work study or class credit may be available.

Supervisor: Market and Events Coordinator

Organization Overview:
NEDCO collaboratively builds human and capital assets to strengthen neighborhoods and broaden participation in community ownership and governance. Toward this end, Sprout! is a regional gathering place for producers and consumers of local food. Sprout! is a community food hub that increases local food consumption and positively impacts the local food economy. Fresh local foods fuel our bodies and bring people together. They also improve our economy and create jobs.

Marketplace@Sprout! is a year-round sales outlet for farmers and local food entrepreneurs. In keeping with Sprout!’s overall vision to promote healthy community through a vibrant local food economy it encourages direct community participation in the food security of the Springfield/Eugene area. The Marketplace has three primary purposes:

1. To provide equitable access to top quality locally grown produce and farm products, fresh and local prepared foods, and quality handmade artisan goods.
2. To facilitate economic opportunity for local food entrepreneurs by providing a dynamic outlet in Lane County for them to effectively engage the community.
3. To empower consumers in Lane County to support their local food economy and the development of a secure regional food system.

Purpose of Position:
The Marketplace@Sprout! Intern will be highly integrated into the planning, promotion and operation of Marketplace@Sprout!, a year round farmers’ market located in downtown Springfield. This position works closely with the Market and Events Coordinator to support Marketplace@Sprout! administrative duties and to reach out to the community to generate interest in Sprout! and create awareness of Sprout! programs among local organizations, local food shoppers, and low-income populations. This position will also provide assistance in coordinating weekly market musicians, monthly events, demos, and workshops as well as staffing the Marketplace@Sprout! infobooth on market days.

Essential Duties:
Administrative & Promotion
- Process vendor applications for management review, including entry of contact info, fee status, and designation.
- Follow-up with identified vendors on a weekly basis to confirm market day participation.
- Work with Marketplace Coordinator to populate weekly market day reporting.
Marketplace@Sprout! Intern

- Document volunteer hours on a weekly basis.
- Identify community contacts and methods of sharing information about Sprout!
- Distribute information via posting flyers, advertisements, phone calls, and promotional mailings.

**Workshop & Event Planning**
- Brainstorm and organize market events for 2012-13 Marketplace@Sprout! seasons.
- Help to identify and contact potential collaborative partners.
- Schedule and obtain OSU extension and community leader workshops on subjects that relate to local food promotion.
- Schedule and maintain contact info for musicians on a weekly basis.

**Info Table and Marketplace Operations**
- Set up and tear down Marketplace info table on each market day.
- Process all electronic transactions, including EBT and debit cards.
- Provide customer information about the Marketplace, local growing seasons, vendors, and NEDCO.
- Solicit customer participation in email list and surveys.
- Execute crowd count every hour.

**Requirements (Knowledge, Skills and Abilities):**
- Proficiency with general office technology (PC, copier, phone, fax)
- Comfort in communicating clearly with a diverse group of people including the public.
- Ability to engage potential shoppers and/or vendors in discussions about Sprout! programs.
- Interest in local agriculture and community/economic development.
- Experience in outreach, publicity or event planning helpful but not necessary.
- Knowledge of community partners who share information about Sprout! with their constituencies (such as Headstart, Willamalane recreation programs, etc.).
- Ability to facilitate initial contacts with local businesses, organizations, and individuals.
- Understanding of the value of events and workshops within the Marketplace.
- Ability to professionally maintain contacts.
- Ability to document and report progress to Marketplace Coordinator.
- Ability to accurately report logistical details of events.
- Experience processing electronic transactions and handling money.
- Some knowledge of growing seasons and local agriculture helpful, but not necessary.
- Work in conjunction with Marketplace Coordinator and Volunteers to survey customers, assess Marketplace customer attendance, and other general market day support needs.

I have received and understand the duties and scope associated with my position:

Signature ____________________________________________ Date: ________________