



LCFM Summer Internship

ABOUT THE MARKET The LCFM is a state non-profit whose mission is to "increase access to fresh, locally produced foods and other products of local labor for all people. We strive to serve culturally and economically diverse populations, and bring together families, neighbors, visitors and local food producers to create community and social gathering; to enhance our quality of life and foster a sustainable local economy."

We're excited to meet you and hear how you hope to not only manage the Market but inspire and help it grow! As an organization, we have the following goals in mind. How can you help us get there?

2019: Vendor Retention, Vendor Diversity, Market Professionalization and Community and Board Engagement (25 vendors) 2020-2021: Retain all our vendors and increase by 1-5 vendors per year 2022: **The Thursday Market begins to sustain itself financially** (up to 35-40 vendors)

Position Overview

The Intern will serve primarily as the Market Manager Assistant/SNAP (supplemental nutrition assistance program) Program Coordinator. They will deliver the LCFM mission and work with farmers, consumers, businesses and the community to make wholesome, locally-grown foods available to all residents. The position will run as long as possible from the Market start date of June 6th, to the end of the Market in late October. Dates are negotiable.

Potential Duties

- They will assist the Market Manager each week with all market logistics; set-up, vendor lay-out, vendor sales, events, data/record keeping and market take-down.
- As SNAP coordinator, they will educate consumers about food resources and support farm viability by providing SNAP/EBT/CC services at each weekly market.
- This position also assists the LCFM board and Market Manager in education/outreach and social media efforts regarding the SNAP food assistance program.
- This task will take up 10 hours per week and be conducted primarily on site at the weekly market.
- Community Outreach and Assessment: Claire will work with the LCFM board and Market Manager to design and implement a community assessment measuring the effectiveness of market resources

reaching residents and what needs improvement. Claire will also gather information and anecdotes from community members, businesses and market vendors to create a short video or art project that the market can use to convey the story, history and importance of the market to economic, cultural, health and educational benefits to the local community. The LCFM will utilize this final product in future grant applications, public meetings, on social media and our website. These tasks will take up 10 hours a week.

Supervision and Evaluation

- The intern will be under direct supervision of the Market Manager.
- Weekly check-ins will guide them on maintaining hours, accomplishing project goals and tasks, and also providing support.
- The intern will work directly with the Market Manager and other LCFM volunteers at weekly markets and have informal evaluations/debrief conversations at the end of each market with formal evaluations as needed throughout their appointment with at least one, final evaluation at completion.

Meetings and Interactions

- The intern will be interacting primarily with the Market Manager (the only paid staff of our small organization) on a weekly, if not daily basis.
- They will interact with board members and volunteers at each market and also invited to attend monthly board meetings.

Compensation

- Upon completion of the agreed upon duration of the internship, a stipend of \$500 is available.