

The Logan Square Farmers Market - Administrative Assistant Intern

About Us

The Logan Square Farmers Market, powered by the Logan Square Chamber of Commerce, is one of the largest year-round markets in the city. We are a non-profit org whose mission is to feed the community in an equitable and sustainable way. With a 65+ vendor roster, we are truly a robust operation. This year we are focusing on fine tuning our processes and introducing new programs.

The Position

We are looking for a new administrative assistant to assist with new initiatives and make the LSqFM the best market Chicago has to offer! If you are interested in making a difference and care about the impact healthy eating has on our community, we want you! The admin assistant intern position will report directly to the Market Manager and assist them with day to day operations.

This is an unpaid position, with a 5-10 hour work week, minimum four month commitment. One day in-office and one day remote per week. Must have your own laptop/computer.

Duties:

- Preparing materials for print and social media
- Website and social media updates
- Assisting the Market Manager with data entry, vendor communications, and EBT/Link Match Program

Qualifications:

- HS Graduate
- Strong communication skills
- A positive attitude and the flexibility to operate in an environment with deadlines and changing demands
- Strong skills in Canva, MS Office, Google Suite
- Background in marketing, admin, event planning is a plus!

The Logan Square Farmers Market(LSqFM) - Market Coordinator Intern

About Us

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The Position

We are looking for a Market Coordinator to help us with new initiatives and make the LSqFM the best market Chicago has to offer! If you are interested in making a difference and care about the impact healthy eating has on our community, we want you! The Market Coordinator assists in the planning, execution, and evaluation of programming at the LSqFM.

This is an unpaid position, with a 5-10 hour work week, minimum four month commitment. Must be available to be onsite at the market each Sunday for at least 4 hours and one day remote per week. Must have your own laptop/computer. You will report directly to the market manager.

Duties:

- Assist in developing and overseeing music, events, and activities at the markets, including partners and relationships management
- Assisting vendors on market days
- Processing and recordkeeping of EBT/SNAP payments
- Collecting visitor surveys

Qualifications:

- HS Graduate
- Strong communication skills
- A positive attitude and the flexibility to operate in an environment with deadlines and changing demands
- Strong skills in Canva, MS Office, Google Suite
- Background in marketing, admin, event planning or farmers market management is a plus!