

CO-OP INTERNSHIP POSITION DESCRIPTION

Employer Name: Pennsylvania Resources Council	Address: 3606 Providence Rd.
City: Newtown Square	State/Zip: PA 19073
Contact: Carol Butler	Phone: 610-353-1555 x230
Email: butler@prc.org	Fax: 610-353-6257
Intern Position: Farmers' Market Asst. Mgr.	Days: Tues, Wed, Thurs
Hours: Tues: 1:00-5:00PM Wed: 11:30AM-6:30PM Thursday 1:00AM-5:00PM	Salary: Voluntary

Position Overview

The intern will be an assistant to the PRC Newtown Square Farmers' Market manager as well as involvement in other environmental projects and programs. These experiences will enhance the intern's environmental understanding, business acumen, marketing abilities and computer website and Facebook social marketing skills. The Farmers' Market is open every Wednesday from 2:00-6:00PM. The intern must be available every Wednesday from June 3 to the beginning of fall semester. We can be flexible with the Tuesday and Thursday hours.

Essential Job Functions

- Social Marketing
- Media Outreach
- Website Design
- Developing Surveys for Customers
- Understanding Environmental Issues, i.e. genetic modification, organic farming, etc.
- Seeking additional customers
- Designing flyers, signage, etc.
- Setting up a small electronics collection for recycling
- Posting and retrieving signs for market day
- Fee Collection
- Environmental Research
- Learning about the organization
- Assist at tabling events
- Assist in program development

Requirements

- Reliability
- Good Communication Skills

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The Pennsylvania Resources Council has its headquarters in Newtown Square. We were established in 1939 to conserve Pennsylvania's natural resources. We started a Farmers' Market 3 years ago as a fund raiser and need an intern to assist using their expertise. The intern will be assisting the Farmers Market Manager every Wednesday, June 3- Fall Semester begins. We are interested in someone who is interested lowering the community carbon foot print. And put their business and marketing skills to use by helping PRC grow the market through social marketing and outreach to our customers. We need an outgoing person with environmental understanding, marketing and computer skills, who wants to work part-time for the summer and learn about business and environmental issues.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.