Findlay Market Food Innovation Intern
Position Description

Are you passionate about food entrepreneurship? Do you aspire to help small businesses start, grow and scale? Interested in bringing innovative ideas to life? If so, look no further!

The Food Innovation Team at the Corporation for Findlay Market is looking for an intern to join us in making a positive impact on food-related entrepreneurs and our community. Findlay Market is Ohio’s longest running public market and an historic landmark. Key to its current and future success is the support of a robust environment for food related businesses to start, grow and scale.

Our team creates and manages key pieces of infrastructure and programming that support our community of food-related entrepreneurs, including but not limited to:

- **Findlay Outdoor Market**: a platform for part-time retail vending,
- **Findlay Kitchen**: a food business incubator and commercial kitchen,
- **Findlay Launch**: a storefront accelerator program for restaurants & food-related retail,
- **Findlay Market Shopping App**: order Findlay Market favorites plus 1,000s of grocery essentials at everyday low prices, for pickup or delivery,
- **Entrepreneur Support Services**: business support as entrepreneurs start, grow and scale.

The Food Innovation Intern will be an integral part of supporting existing, and helping develop new, programming at Findlay Market, through the lens of entrepreneurship and innovation.

**Overall Job Responsibilities**

- Support Findlay Kitchen Incubator Manager with Programming and Marketing
  - Development of monthly internal Member Newsletter
  - Coordination of Business Development Series and Member Meet & Eats
  - Create content weekly to share on Findlay Kitchen social media channels
  - Implement changes and updates to website through SquareSpace platform
  - Onsite support for internal and external events

- Support operations for the Findlay Market Shopping App
  - Execute the Picker process for the Findlay Market Shopping App
    - Order liaison with Merchants, 3rd party app partner and customers
    - Manage aggregation and preparation of orders for pickup/delivery
    - Run the pickup station if pickup orders are placed
  - Manage the available item catalogue for Merchants and outside Grocery
- Implement a feedback loop for customers who download and/or use the App, report findings, trends and user experience improvements
- Assist in the creation and execution of marketing and promotion efforts

- Support Outdoor Market Manager with Programming and Weekend Operations
  - Collaborate with the Education Associate, collect shopper and vendor data, track and report results, make recommendations for programming to engage the community
  - Assist in creation of Findlay Market’s Sustainability pillar including collaboration and input in brainstorming sessions, and execution of projects and onsite activations
  - Communicate and coordinate with vendors and farmers for programming, activation and support efforts

- Support and ideation for new Food Innovation projects

Schedule
- Hours per Week: 30-40
- Schedule Options:
  - 5 days: Sunday, Tuesday - Friday OR Wednesday - Sunday
  - 4 days: Sunday, Wednesday - Friday

Values, Skills, Knowledge and Abilities
- Entrepreneurial drive and a self-starter mentality required
- Passionate about food and entrepreneurship
- Demonstrated ability to work in a proactively diverse and inclusive organization
- Excellent interpersonal, verbal and written communication skills
- Effective problem solving
- Demonstrated ability to multi-task and work in a fast-paced environment
- Valid Driver’s License
- Must be able to lift up to 30 lbs.
- Must be able to work at least one weekend day, and some weekday evening hours

Application Information
Please send your resume and a cover letter to info@findlaymarket.org, with the subject line “Food Innovation Intern Application”