



## Lynchburg Community Market – Business/Communications Internship

**Purpose:** To give student interns experience in operations of the Lynchburg Community Market. The Business/Communications intern will assist Market staff with organizational tasks in the administrative offices of the LCM as well as the We Got the Beet campaign, a partnered effort that provides nutrition education to the community.

**History:** The Lynchburg Community Market opened in 1783, making it the third oldest public market in the nation. It has been housed in the current building since the 1930's with the last major renovation happening in the 1980's. In the last ten years the Market has gone through a renaissance and, once again, become a community gathering place. Market vendors offer everything from local produce and home-made baked goods to locally crafted woodworking and knitting.

### General Duties:

- Regularly update the Market's website
- Ensure accurate record keeping using alpha and numeric filing skills
- Assist Market staff with marketing tasks including: print, social media, and radio
- Perform various outreach duties for We Got The Beet programming
- Assist with various event planning including We Got The Beet, Lynchburg Night Market, and Harvest Festival
- Other duties as assigned

### Skills Needed:

- Basic knowledge of Microsoft Office Suite
- Customer service and interpersonal skills
- Ability to work on a deadline
- Knowledge of marketing principles
- Flexibility in work environment and tasks
- Professionalism with internal and external customers

Please send resumes with cover letters to [Ricky.Kowalewski@lynchburgva.gov](mailto:Ricky.Kowalewski@lynchburgva.gov) or deliver to the Lynchburg Community Market at 1219 Main St. during business hours: Tuesday to Saturday, 9am-2pm.