

## 2019 ISDA Indiana Grown Intern – SUMMER

### Job Description

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#### I. Duties:

Incumbent serves as project management and support to the staff of ISDA. Incumbent will work on projects with the Indiana Grown team and other staff of ISDA as necessary.

##### **Some specific projects may include:**

- Updating the Indiana Grown website to better reflect our membership and their products. This may include uploading photos and blog content for members
- Define from the IG list who wants customers coming to their physical locations and updating our website to reflect it
- Preparation work for Indiana State Fair activities
- Contact existing members to verify their current interest in retail and distribution
- Create product specific lists of Indiana Grown members which can be easily updated and referenced
- Join Indiana Grown team in staffing the exhibit at the State Fair

#### II. Knowledge

##### **a. Required by Position:**

- In progress of a Bachelor's Degree from an accredited university or college
- Ability to maintain a valid driver's license
- Knowledge of the Microsoft Office suite
- Works well with others on a team
- Works independently when necessary to complete job assignments

##### **b. Preferred for Position:**

- Knowledge/interest in learning about agriculture or agriculture-related field of study

#### III. Difficulty of Work:

Incumbent is responsible for achieving work assignments, scheduling and setting work priorities, interpreting and applying agency policy and guidelines, and performing all duties in an accurate, ethical, and courteous manner. Incumbent may work for extended periods without direct supervision.

#### IV. Personal Work Relationships:

Incumbent is in frequent contact with ISDA employees, employees of other agencies, and occasionally interacts with the general public while completing job assignments.

#### V. Physical Effort and Work Environment:

Incumbent will be based out of the Indianapolis office and must work in an office environment which may involve shared workspace. Incumbent is expected to utilize office technology to efficiently perform assigned work. Some travel throughout the state may be required to fulfill job assignments.

#### VI. Span of Control:

Incumbent is responsible to the Indiana Grown Program Manager. Incumbent does not supervise others.

Indiana Grown project list:

1. Summer event preparation
2. Updating the Indiana Grown website to better reflect our membership and their products.
  - Photo(s) to add to their member webpage
  - Info block to describe their farm/business and contact info for prospective customers
  - Does the member want to be available on our website map? Do they have an on-site retail option (farm stand, farm store, retail store, agritourism destination?)
  - Confirm email address used for sending newsletter and inquiries and any additional emails to include? Use non-deliverable email addresses as starting point to get accurate emails.
  - Is the product list up-to-date?
  - If it is a farm, what is the acreage?
  - What kind of retail opportunities are of interest? (farmers markets/direct to consumer, wholesale, distribution, small retail stores, large retail chains?)
  - Encourage members to write blog posts and/or provide recipes. Add it for them, if they provide it but are not able to put it on the website.
3. Make farm/business name cards and location for SF Store
4. Print and Mail Certificates
5. Update mailing addresses and email addresses for non-deliverables
6. Preparation work for Indiana State Fair activities
7. Staffing at the State Fair (more State Fair duties may come as we get closer to the fair)
8. Other event staffing throughout the summer
9. Other projects as they are identified