Rogers Park Business Alliance-Loyola School of Environmental Sustainability Internship Program
2022 Glenwood Sunday Market Internship

Position 2:
Marketing & Social Media Intern Job Description

Dates: June 1 – October 25, 2022
Pay Rate: $15.00 / hour
Hours: Sundays at market site, intersection of Morse and Glenwood, (closed June 26 and August 21), 7am – 3:00pm
Mondays at office site, 1448 W. Morse Ave., 10am – 5pm

Duties and Responsibilities

• Manage the market’s social media accounts and post content
• Brainstorm campaign ideas
• Monitor various social media platforms such as Facebook and Instagram
• Analyzes analytics to gauge the success of campaigns
• Understands the overall concept of the market, including the brand, customer, product goals, and all other aspects of service
• Provide suggestions to management for improving customer experience on social platforms and internal processes
• Create performance reports
• Create, manage and post social media content during market hours weekly
• Create signage, weekly email campaigns and social media content implementing GSM’s digital media calendar
• Implement shopper surveys in June, August and October; enter data and analyze results
• Attend weekly GSM Leadership Team meetings
• Other duties as assigned

Preferred Qualifications

• Pursuing undergraduate or graduate degree, preferably SES major or minor
• Student status at Loyola University for the fall 2022 semester
• Prefer GPA of 2.5 or higher
• Prefer rising junior or senior undergraduate or graduate students
• Prefer major and/or proven significant capacities in any of the following: digital media, marketing, farmers markets, digital education, community development, urban planning
• Excellent oral, written, communication skills
• Spanish speaking, writing preferred
• Languages spoken and written other than English encouraged

Please indicate your interest in this position by emailing sustainability@luc.edu prior to May 16th.
Please include an email message describing your interest and your experience towards this position. Please include a pdf copy of your resume.