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

Position 1:
Operations and Customer Experience 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 all aspects of the market’s information tent including the food access grant program for Link/SNAP customers
- Develop and maintain a positive, engaging atmosphere for customers, vendors, volunteers
- Respond to and track questions, requests, comments and concerns
- Assure that rules and regulations are implemented to maintain integrity of the market’s operations
- Responsible for weekly market bookkeeping and data recording
- Propose new operational concepts based on analysis and reporting of issues, including observable trends in vendor needs, operational gaps, customer behavior, health and safety guidance, legal compliance
- Assist Market Manager as assigned both during market hours and non-market hours as assigned.
- Attend weekly GSM Leadership Team meetings, Mondays during scheduled hours

**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: customer service, fundraising, event management, sales, marketing, education
- Excellent oral, written, communication skills
- Spanish speaking, writing preferred
- Languages spoken and written other than English encouraged
- Prior industry experience is preferred
- Experience working with individuals from diverse national, cultural and ethnic backgrounds.

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.