

Downtown Improvement Board Intern

Minimum Preparation for Work:

College student, 18- to 24-years old, who resides or attends school within Escambia County, Florida.

Nature of Work:

The Market Manager/Office Intern helps oversee the day-to-day operations and market day set up and accepts and processes vendor applications. The intern sets the tone and represents the market internally with vendors and externally to shoppers/visitors while representing the Downtown Improvement Board and its mission.

Necessary Special Requirements

Strong organizational and personnel management skills. Proficient skill in Microsoft Suite (Word, PowerPoint, Excel) software program. Excellent time management skills and ability to coordinate interrelated projects. Strong interpersonal and conflict resolution skills.

Examples of Work:

- Oversee day-to-day incoming visitors and phone calls, answer general questions, and direct to appropriate department where needed.
- Assist with the incoming vendor applications and perform necessary bookkeeping of application fees.
- Track market metrics such as attendance of vendors, cancellations of vendors, and waiting lists of approved applications.
- Collect vendor fees and proper bookkeeping per office protocol.
- Maintain all vendor applications and records, including current licenses and permits.
- Supervise vendor set-up and breakdown each market day, including overseeing waste control/disposal.
- Ensure proper equipment is ordered and delivered and or maintained for each market day, including but not limited to port-o-lets, handwashing stations, consumable goods for port-o-lets and handwashing stations, padlocks for electrical boxes, and signage.
- Handle any emergencies or situations that arise with market vendors or visitors.
- Assist in creating, producing, and managing market promotions, advertising, and special events.
- Operate office machinery and assist others in proper use when needed, such as copy machine, computer, phone system, etc.
- Conserve Executive Director's and Chief Operating Officer's time by promptly drafting documents and reading, researching, and routing incoming correspondence.
- Any other duties as assigned by Executive Director and Chief Operating Officer.

Work Environment:

The noise level in the work environment varies from moderate to loud. This position requires an employee to be frequently exposed to outside weather conditions, occasionally exposed to wet

and/or humid conditions, toxic or caustic chemicals, and has a risk of electrical shock.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.