



Summer Internship Program
May 26, 2020 - August 7, 2020
External Employer
Job Description

Employer: West Side Market - City of Cleveland
Assignment Address: 1979 W. 25th Street, Cleveland, OH 44113
Job Category (Select up to 2): Customer Service/Office Administration
Work Schedule/Hours: Flexible within the hours of 10am-3pm
Internship Duration: 10 Weeks
Internship Dates (Start/End): May 26, 2020 / August 7, 2020

Company Profile: (e.g., in one or two sentences, describe your business)

The West Side Market (Market) is a nationally recognized historic landmark, City of Cleveland facility, owned and operated through the Department of Public Works. The main market house and fruit and vegetable arcade were dedicated October 1912 and today is home to over 100 vendors who specialize in meats, poultry, seafood, baked goods, cheeses, fruits, vegetables, and much more. The Market is one of the largest public markets in the United States, and one of the few that was retained a traditional vendor product mix of food staples.

Job Responsibilities: (e.g. functions and/or projects)

- Day to day operations including but not limited to communication with vendors and analyzing operational reports to determine strengthening strategies.
- Assist with new evaluation process of vendors which aides in a development tool for monitoring the trends and compliance measures of vendors.
- Assist with implementation of the various components of a strategic plan.
- Schedule and coordinate meetings involving the strategic planning process.
- Assist in implementing and preparing the new vendor renewal process.
- Facilitate conversations with diverse groups to share information and resources as well as collect information that will inform the planning and implementation of Market's strategies, initiatives and program investments.
- Develop relationships of trust and mutual respect with civic, religious, and social organizations serving key demographic groups such as children, college students, elderly, African American, Latino, Asian, Women and LGBTQ.
- Serve as a brand ambassador when discussing Market's strategic direction and priorities.
- Create an Ambassador program for the Market.
- Making programmatic and operational recommendations to socialize the Market.
- Establish new relationships and credibility among community leadership, advocates, business stakeholders, elected officials and residents.
- Determine community meetings to attend on behalf of Market to hear community concerns, provide information about community engagement, and advocate for participation.

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Creative and outside of the box forward thinking
- Strong reading, writing and proofreading skills

- Well organized, strong on follow-through.
- Strong interpersonal skills; able to communicate with multiple levels of professionals
- Ability to do web searches and provide findings
- Ability to work on multiple projects and responsibilities concurrently
- Good organizational, project management and meeting scheduling
- Strong interpersonal skills with the ability to work well with community partners, staff and vendors
- Intermediate experience with Microsoft Word, Excel and PowerPoint
- Experience with office equipment (copier, fax, computer, phone)
- An interest in community development or history education, entrepreneurship and new marketing trends

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Fluency with Arabic and/or Spanish is a plus
- Experience with grass roots social programming
- Culturally competent