

**Position Title:** Downtown Country Market Intern

**Reports to:** Marketing Assistant

**Status:** Seasonal Internship/ Part-time

**Hours:** Thursdays from June-August, 9:30am-2:30pm

**Position Overview:** Buffalo Place Inc. is the not-for-profit organization dedicated to improving the economic health and quality of life in Downtown Buffalo. Buffalo Place manages the Downtown core. We work to make Downtown a great place to live, work and play. Buffalo Place has operated the Downtown Country Market for over 40 years. This position plays an important support role in the Downtown Country Market. Proper and thoughtful execution, with special attention to detail, are of the utmost importance to our team.

**Summary of Position:** The primary responsibility for this team member is providing excellent customer service and interaction to ensure visitors have the best possible experience in Downtown Buffalo. Other main duties include interacting with vendors, managing logistics of Double Up Food Bucks Program, including daily preparations, operational coverage, and tablet and SNAP card trouble-shooting.

**Essential Functions:**

- Reports to work at scheduled time in uniform
- Greets guests approaching Community Tent
- Properly processes and records all transactions for Double Up Food Bucks Program
- Distributes Double Up Food Bucks tokens to customers, and collects them from vendors
- Assists with Community Tent guests
- Participates in Community Tent set-up, notifies Marketing Assistant of any inventory deficiency or shortages
- Executes closing procedures including break down and collection of tokens from vendors

**Experience & Skills required:**

- Previous experience in customer service, retail, or outdoor events is a plus, but not required
- Strong communication and interpersonal skills to engage with customers and vendors
- Comfortable working outdoors in various weather conditions
- A passion for local food, sustainability, and supporting small businesses
- Ability to work in a fast-paced, dynamic environment with a positive attitude
- Basic math skills for handling tokens and processing transactions

**Responsibilities:**

- Serve as Buffalo Place presence at the Downtown Country Market during normal operating hours (Thursdays from June-August, 9:30am-2:30pm)
- Manage attendance documentation with participating farmers and vendors

- Manage all logistics of Double Up Food Bucks Program, including daily preparations, operational coverage, tablet and card trouble-shooting for Community Tent and vendors, and reconciliation of daily sales
- Assist with Community Tent participants
- Assists Marketing team with photography/social media content as needed
- Develop and expand community and/or influencer outreach efforts

**Physical Demands:**

- Ability to lift stock up to 20 pounds
- Ability to remain standing for long periods of time
- Ability to remain seated for long periods of time
- Walking, bending, reaching and repetitive motions

This internship is eligible for **school credit**. Documentation for academic credit must be coordinated with the applicant's school or academic advisor.