

Market Engagement Assistant

Old Brooklyn is Cleveland's accessible, family-friendly neighborhood where business and people come to grow. It is home to regional assets such as the Cleveland Metroparks Zoo, hundreds of small businesses, and over 30,000 people. Old Brooklyn Community Development Corporation (OBCDC) is dedicated to growing Old Brooklyn through empowered partnerships, leadership, programming, and advocacy.

OBCDC is seeking a motivated and community-minded person to serve as a **Market Engagement Assistant** for the Old Brooklyn Farmers Market. This internship offers hands-on experience in community food access, event operations, and public engagement within a neighborhood-based nonprofit setting. The intern will play a key role in supporting weekly farmers' market operations, assisting shoppers (particularly those using SNAP, WIC, and SFMNP food benefits) and helping market staff keep the event running smoothly each week.

Program Background

The Old Brooklyn Farmers Market is a community-focused seasonal market organized by OBCDC that brings together local growers, artisans, and neighbors for fresh food, fun activities, and community engagement. Its mission includes supporting local agriculture, providing access to healthy foods, and fostering social connection in the Old Brooklyn neighborhood.

Key Responsibilities

- Lead operations at the info booth, including processing food incentives and assisting market attendees with understanding and using their benefits
- Support and implement ongoing community outreach and marketing efforts, beginning in the pre-market season to build awareness and engagement
- Check in weekly (virtually) with the market team to provide updates, feedback, and operational support
- Assist Market Manager with vendor reporting and incentive collection at the end of each market event, ensuring accurate counts and proper handoff to the manager
- Help with market setup and teardown, including organizing stations, supplies, and equipment
- Maintain a professional, welcoming presence that aligns with the mission and atmosphere of the market

Internship Dates

Training will take place over 1 or 2 days in June, dates depending on intern and staff schedules. Training includes an orientation and introduction to OBCDC and the Farmers Market, how to process food incentives, and other key information to know before the season starts on July 9.

Markets run from 5-8pm on the dates below. Market days are:

- July 9, July 16, July 23, July 30
- August 6, August 13, August 20, August 27
- September 3, September 10, September 17, September 24

The logo for Old Brooklyn Community Development Corp. is a blue diamond shape with a white border. Inside the diamond, the words "OLD BROOKLYN" are written in a bold, white, sans-serif font. Below this, in a smaller, white, sans-serif font, are the words "COMMUNITY DEVELOPMENT CORP.". A horizontal blue line runs across the top of the page, passing behind the diamond logo.

OLD BROOKLYN

COMMUNITY
DEVELOPMENT
CORP.

Time Commitment & Logistics

- Consistent weekly attendance is expected; if unable to attend, the intern is responsible for arranging a suitable replacement
- Interns and staff are expected to arrive at 3:00pm to set up and prepare for attendees.
- Responsibilities conclude after breakdown at the end of the event (approximately 9:00 PM)

Qualifications

- Interest in community development, food access, public health, nonprofit work, or event management
- Strong communication and organizational skills
- Comfortable interacting with the public and handling basic reporting tasks
- Reliable, punctual, detail-oriented, and able to work independently and as part of a team

Compensation

This is an unpaid internship.

How to Apply

The market is part of broader efforts in Old Brooklyn to improve food access, support neighborhood growers and makers, and provide a space for neighbors to connect and explore what the neighborhood has to offer. If you are passionate about community engagement and ready to help make a meaningful impact this summer, we encourage you to apply.

Interested applicants can email their resume to Hope Fierro at HopeF@oldbrooklyn.com by Friday, May 1st at 11:59pm.

OBCDC is committed to fostering a workplace where everyone feels valued, respected, and empowered to contribute their unique perspectives and talents. Our organization is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by applicable law. We believe diversity and inclusion strengthen our team and enhance the impact of our work, and we encourage individuals of all backgrounds to apply.