



PROGRAM ASSISTANT WANTED!!

ORGANIZATION DESCRIPTION

Main Street Pinedale is a 501-c-3 non-profit dedicated to reinvestment in Pinedale's Business Corridor. Our approach to economic development is to support and create an attractive, convenient, and comfortable business corridor that supports existing business, attracts customers and entrepreneurs, and improves the quality of life of our residents. Our mission is to cultivate civic pride by collaborating with businesses, organizations and community members to foster a vibrant downtown. Main Street Pinedale primarily conducts public improvement projects and seasonal events. Past projects include Historic Walking Tour Brochure, downtown benches, refurbishing the "ALL THE CIVILIZATION YOU NEED" sign, the ARCY moose mural, the gateway signs, and GO SPOKES bike share program. Events have included the Rendezvous Street Dance, High Altitude Farmer's Market, Winter Carnival, and Community Clean-up day. For more information visit www.mainstreetpinedale.com

JOB DESCRIPTION

Main Street Pinedale seeks a Program Assistant (Intern) to assist the Program Manager and Market Manager in conducting Main Street Pinedale's summer programming which includes the High Altitude Farmer's Market, and GO SPOKES bike share program. This will be an opportunity for the intern to learn about community/ economic development, non-profit sector, fundraising, event/fleet management, tourism and social media marketing. The successful intern should be outgoing, friendly, and be an excellent communicator with superior customer service skills.

Learn to run a Farmer's Market!

Provide assistance to the Market Manager running the weekly Farmer's market. Includes event budgeting, grants management, booth and signs set-up and takedown, interaction with vendors, vendor feedback, taking vendor forms and payment, arranging activities at the market. We are open to new ideas to attract customers and vendors to the market! Assistant may also help with fundraising booth by selling food, market bags, and other items for Main Street Pinedale. Promotion of the market will also be done by taking photo's of vendor booths and posting to facebook pages. Ideas and creativity are encouraged to come up with clever strategies to promote the High Altitude Farmer's Market. These event skills translate well to running any event.

Recommended Time Commitment:

Every Thursday from 4-7pm June 7 - August 23rd at Legion Park. 11 Markets @ 3 hours = 33 hours

Learn to run a Rural Bike Share Program!

Provide assistance to the Program Manager running the bike share program. Includes monitoring the Movatic App that bikes are returned properly, re-distributing bikes between stations, addressing complaints, answering questions. Promotion includes facebook posts and photo's, managing Trip Advisor, and yelp





PROGRAM ASSISTANT WANTED!!

accounts. Conducting a business survey to gain feedback/insight on the positive impacts of bike share. Researching and assisting in drafting a brief 2 year report on the bike share program.

Recommended Time Commitment:

9 hours per June/July/August = 27 hours (we are flexible on what days/times hours take place)

Skills and Knowledge Desired

Good communication and customer service skills

Computer skills (Word and excel)

Familiarity with Social Media Platforms

Self motivated with a positive attitude

Organizational skills (planning, filing, etc.)

It is not necessary for the applicant to have a vehicle for this position.

