The Michigan Farmers Market Association (MIFMA) works with and for farmers market organizers, managers, farmers, vendors and friends to create a thriving marketplace for local food and farm products. In the last ten years, the number of farmers markets in Michigan has grown from around 90 in 2001 to more than 300 today. This growth makes our work more important than ever.

MIFMA operates under the umbrella of Michigan Food and Farming Systems, a nonprofit organization, affiliated with Michigan State University’s Community, Agriculture, Recreation and Resources Studies Department. Our offices are located in the Natural Resources Building.

**Department Aide**  
Supervisor: MIFMA Director

The Department Aide works collaboratively with the MIFMA staff under the direction of the Director to assist with effective communication, outreach, event support and research.

**Communication Projects**
- Update and maintain the content of the MIFMA website [www.mifma.org](http://www.mifma.org)
- Maintain MIFMA’s social media presence including Tumblr, Facebook, Twitter and You Tube
- Track media coverage
- Assist with graphic design
- Prepare and modify documents including correspondence, reports, drafts, memos and emails

**Office Management**
- Perform day-to-day activities of the association
- Answer, screen and transfer inbound phone calls
- General clerical duties including photocopying, fax and mailings
- General office duties

**Administrative Support**
- Assist Director with programs, committee meetings and special projects

**Desired Qualifications:**
- Working towards a Bachelor’s or business degree in agriculture, communications, public relations or journalism
- Knowledge of WordPress
- Knowledge of social media
- Ability to interact with individuals from diverse economic, educational and vocational backgrounds
• The ideal candidate will have an interest in food and farming issues and experience related to farmers markets.
• **Federal work study students are preferred.** Please clearly state in your cover letter if you are a work study student.

**Desired Skills:**

- Strong organizational skills
- Effective communication skills, including writing, editing, public speaking, and meeting facilitation
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Access)
- Basic graphic design skills
- Ability to work on multiple projects simultaneously
- Ability to work independently and collaboratively

To apply, please send a cover letter and resume to Amanda Shreve at Amanda@mifma.org with the subject line “Communications and Office Assistant.” Cover letters and applications will be accepted until September 7, 2012 at midnight.

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*MIFMA advances farmers markets to create a thriving marketplace for local food and farm products.*