I. Duties:
Incumbent serves as project management and support to the staff of ISDA. Incumbent will work on projects with the Indiana Grown team and other staff of ISDA as necessary.

Some specific projects may include:
- Updating the Indiana Grown website to better reflect our membership and their products. This may include uploading photos and blog content for members
- Define from the IG list who wants customers coming to their physical locations and updating our website to reflect it
- Contact existing members to verify their current interest in retail and distribution
- Add recipes to the website
- Update pinterest content
- Create product specific lists of Indiana Grown members which can be easily updated and referenced
- Coordinate and staff the Indiana Grown exhibit at the Indiana State Fair

II. Knowledge

a. Required by Position:
- In progress of a Bachelor’s Degree from an accredited university or college
- Ability to maintain a valid driver’s license
- Knowledge of the Microsoft Office suite
- Works well with others on a team
- Works independently when necessary to complete job assignments

b. Preferred for Position:
- Knowledge/interest in learning about agriculture or agriculture-related field of study

III. Difficulty of Work:
Incumbent is responsible for achieving work assignments, scheduling and setting work priorities, interpreting and applying agency policy and guidelines, and performing all duties in an accurate, ethical, and courteous manner. Incumbent may work for extended periods without direct supervision.

IV. Personal Work Relationships:
Incumbent is in frequent contact with ISDA employees, employees of other agencies, and occasionally interacts with the general public while completing job assignments.

V. Physical Effort and Work Environment:
Incumbent will be based out of the Indianapolis office and must work in an office environment which may involve shared workspace. Incumbent is expected to utilize office technology to efficiently perform assigned work. Some travel throughout the state may be required to fulfill job assignments.

VI. Span of Control:
Incumbent is responsible to the Intern Manager. Incumbent does not supervise others.

Please send your resumes and letter of intent to Hannah Ferguson at hferguson@isda.in.gov.