

Minnesota Beef Industry Summer Internship

Location: Maple Plain, MN
Term: May 15, 2017 – September 4, 2017
Eligibility: Individuals that have completed at least one year of college

About the Minnesota Beef Council

The Minnesota Beef Council (MBC) was established in 1967 to administer the beef check off program on behalf of 18,000 beef farmers and ranchers in Minnesota. The check off focuses on conducting research, education and promotion programs about beef and beef products.

About the Minnesota State Cattlemen's Association

The Minnesota State Cattlemen's Association (MSCA) is a membership-based organization that represents cattle farmers and individuals who are part of the cattle community in Minnesota. The MSCA is primarily focused on addressing local, state and federal issues that impact the long-term viability of cattle farming and ensuring that Minnesota's business climate welcomes the growth and long-term success of raising cattle in Minnesota.

Job Purpose

The Minnesota Beef Industry Summer Intern will work with the MBC Staff and Board of Directors, as well as, the MSCA Staff and Board of Directors to develop and implement beef education, communication and promotion activities throughout the summer. By working with the MBC Staff and Board of Directors, as well as, the MSCA Staff and Board of Directors the intern will gain knowledge of beef industry programs and how their actions impact the beef industry in Minnesota. The intern will be expected to provide ideas and input to the projects they are assigned throughout the summer.

Preferred Majors: Agricultural Education, Animal Science, Marketing, Economics, Journalism, Public Relations, Education or Mass Communications

Key programming priorities throughout the summer include:

Selected intern will be assigned projects overseen by MBC/MSCA staff. Activities may include, but are not limited to:

- Assist the MBC with implementation of May Beef Month promotions as directed.
- Serve as a supervisor of the MBC booth at the Minnesota State Fair.
- Work with the MBC Team and the MSCA Team on the direct planning, coordination and interviewing of beef industry representatives for the Meet a Minnesota Farmer Program.
- Assist with preparing and writing of website content, blog content and press-releases as directed.
- Attend appropriate beef industry meetings as necessary including Board of Director meetings.
- Assist the MBC Team and the MSCA Team with social media planning.
- Attend and participate in staff meetings, producer and industry meetings
- Prepare and present a summary of the internship experience to the MBC Board of Directors and the MSCA Board of Directors
- Other duties as assigned

Required qualifications

- Ability to prioritize and work resourcefully

- Organizational skills and attention to details
- Ability to plan a project and follow through, along with ability to work on several projects at one time
- Able to work flexible schedule
- Be available to work through the Minnesota State Fair: August 24 - September 4, 2017
- Have a background or working knowledge of the beef industry.
- Outgoing personality, ease in meeting new people
- Evidence of good organizational skills.
- Evidence of strong communication skills (both verbal and written).
- Proficiency in the Microsoft Office products, internet, social media and e-mail applications.
- Valid driver's license and reliable transportation.
- Design program experience preferred

Additional preferred qualifications

- Experience as a user of beef industry programs in Minnesota.
- Evidence of teaching youth or adult program delivery.

Other Requirements:

- Applicant must have valid driver's license and no major moving vehicle violations in the previous three (3) years.
- Applicant must be physically able to lift 50 pounds

Work Schedule

The Summer Intern will work a flexible 40 hours/week work schedule starting approximately May 15, 2017 – September 4, 2017. This is a paid internship with a competitive salary or a stipend. Performance will be evaluated throughout the duration of the summer experience with a possibility of an offer of an academic year experience during the academic year of 2017-2018.

Application Deadline: November 21, 2016

Materials

- Cover Letter
- Resume
- College transcript(s) – unofficial will be accepted.
- A one-page essay on your career goals and why you want to work for the beef industry.
- Contact information for two professional references

Applicant Instructions

- Mail application materials to: Minnesota Beef Council, PO Box 39, Maple Plain, MN 55359.
- Email application materials to: info@mnbeef.org.

For questions regarding this position, please contact Karin Schaefer, MBC Executive Director at 763-479-1011 or info@mnbeef.org.