

2023 MIDWEST DAIRY Iowa Farmer Relations Internship

The Midwest Dairy Farmer Relations Internship Program provides an excellent opportunity for students interested in agricultural education, communications, marketing, or dairy science. The intern must positively represent Midwest Dairy objectives as they gain practical experience in communications, project management, and marketing programs for dairy products.

POSITION AVAILABLE

Ankeny, Iowa: Position located in the Ankeny, Iowa office. Approximate dates: May 22 – August 20, 2023.

ELIGIBILITY:

1. Must be a student that is a permanent resident of Iowa, Minnesota, North Dakota, South Dakota, Missouri, Illinois, Kansas, Nebraska, Oklahoma or Arkansas or be a student enrolled in a college or university in one of these states.
2. Must be at least 18 years old on January 1, 2022.
3. Must be available for short-term employment as part of the Midwest Dairy internship program from approximately May 22 – August 20, 2023.
4. Must have an interest in communications, marketing, agricultural education, or the dairy industry.
5. Must locate in or near Ankeny, IA and must be able to commute to office location and events.

A preference will be given to applicants with:

1. Excellent communication skills, including writing and public speaking.
2. Strong organizational skills and the ability to work independently with some direction.
3. Understanding or familiarity with the dairy industry and state fairs.
4. A background or interest in agricultural communications or agriculture.
5. Computer experience with programs such as Microsoft Office.

SELECTION

Applicants must submit, **via e-mail**, a resume and a cover letter.

These e-mailed applications are due October 13, 2022. Please e-mail all applications to:

Cynthia Hamlett at chamlett@midwestdairy.com

Finalist candidates will be notified for interviews by October 17, 2022. The intern will assume a salaried internship at the Ankeny office location and must be prepared to reside within commuting distance of the Ankeny office (101 NE Trilein Dr. Ankeny, IA 50021).

2023 Midwest Dairy Internship Program

Program Objectives

1. Provide a college student the opportunity to positively represent and work on behalf of the dairy industry in order to advance Midwest Dairy's corporate business and foundational objectives.
2. Provide a challenging, educational, and rewarding opportunity for a person to gain a practical education about the function of business, specifically the marketing and generic promotion of real dairy products. This program also provides the intern with professional training and development opportunities.
3. Generate assistance (human resources) to implement Midwest Dairy's program of work.
4. Introduce potential future employees to Midwest Dairy, and position the organization as a potential future employer to interns and candidates.
5. Provide constructive input about the organization's programming and operations, specifically about the internship program and its potential value for upcoming years.
6. Build awareness in the academic and agricultural communities of Midwest Dairy as an organization that offers interesting and rewarding career opportunities. It also allows the organization to build rapport with academic and agricultural leaders who may lend assistance/recommendations when the organization fills professional positions.

Position Description

Term: Approximately May 22 through August 20, 2023 (Must be available entire duration of the Iowa State Fair). This experiential learning opportunity is short-term (summer) employment based in the Ankeny, Iowa office. During the summer program, the intern will be a paid employee of Midwest Dairy but will not be eligible for any benefits other than those provided to all employees under applicable law. The intern will work full-time hours, which may include some weekends, and unlimited hours during the applicable state fair responsibilities. Some flexibility in start dates, or during the employment period, is allowed.

Responsibilities may include, but are not limited to:

- Work with Farmer Relations Manager to identify and develop other promotional and educational materials and displays for use at state fairs and open houses.
- Write regular internal and external Midwest Dairy publications via Promotion in Action.

- Assist specific Midwest Dairy staff members with programs unique to their state, such as: farm tours and open houses; dairy princess programs; social media efforts; and National Dairy Month and similar promotion activities.
- Assist with planning and onsite implementation of state fair activities.
- Perform miscellaneous administrative and support functions including, but not limited to, data entry, report writing, ordering materials and collecting information.
- Perform other tasks as assigned.

Relationships

1. Directly responsible to and reports to a member of the Farmer Relations team.
2. Participates in the state fair project team.
3. Works under the direction/supervision of project leaders on specific projects.

Reporting

1. Weekly itinerary and activity reports, including time reporting.
2. Expense reports as needed according to organization policy.
3. Program/project updates as requested.

Compensation

1. Receive fair compensation that will be discussed during interviews.
2. Mileage and other expense reimbursement according to Midwest Dairy policy.
3. Workers' compensation and liability insurance during summer employment.
4. Training and personal development opportunities.
5. Copies of completed projects, articles and other materials for future reference that do not contain any confidential/internal information.

Other Provisions

1. Upon selection, the intern must certify that he or she will be available and will participate in the entire applicable state fair.
2. Although the organization anticipates the internship will last for approximately three months, no selected intern is guaranteed to have his or her internship last for any period of time. The organization reserves the right to end the internship of an individual at any time for any reason. Agreement by an individual to participate in the internship does not constitute a contract or guarantee of employment.
3. The organization reserves the right to discontinue the program if no qualifying applications are received as determined by the organization or for any other reason.
4. Family members of Midwest Dairy directors or staff are ineligible for consideration unless the Midwest Dairy board grants a special exception.
5. Must be able to pass a background check.

2023 Internship Specific Work Activities

Assist with planning and participate in National Dairy Month activities to include:

- National Dairy Month Proclamation signing event
- ISU Dairy Open House
- Northeast Iowa Dairy and Agriculture Foundation Breakfast on the Farm
- Jackson/Clinton Open House
- WIDA Open House
- Other National Dairy Month activities

Additional activities include:

- State fair planning with events, activities and exhibits
- Coordinating dairy farmer volunteers to help with activities at the state fair
- Write and submit success stories to Promotion in Action
- Assist with Iowa Food and Family Project events
- Attend coalition meetings when applicable to understand relationships with other commodity groups and partners
- Update farmer database

This is not meant to be a complete list. It is only to be used as a guide to potential work activities for the internship position.