

2023 MIDWEST DAIRY MINNESOTA FARMER RELATIONS INTERN

The Midwest Dairy Farmer Relations Internship provides an excellent opportunity for students interested in communications, public relations, marketing or agribusiness. The intern must positively represent Midwest Dairy objectives as they gain practical experience in communications and marketing programs and projects on behalf of dairy farmers.

POSITION DURATION AND LOCATION

This position is located in the Midwest Dairy corporate office in St. Paul, MN. Approximate dates are June 5 to September 4, 2023. The start date for the internship is negotiable but must be in place by June 5, 2023. Candidate must be available for the majority of the Minnesota State Fair.

ELIGIBILITY

Eligible candidates must be at least 18 years of age and either students in Iowa, Minnesota, North Dakota, South Dakota, Missouri, Illinois, Kansas, Nebraska, Oklahoma or Arkansas, or students who are permanent residents of those states.

A preference will be given to applicants with:

1. Excellent communication skills, including writing and public speaking.
2. Strong organizational skills, communications experience and the ability to work independently with some direction.
3. Experience with programs such as Microsoft Office and Adobe Premiere Pro.
4. Understanding or familiarity with the dairy industry and Minnesota State Fair. Candidates need not be from a dairy farm.
5. Previous internship experience and entering their junior or senior year.

APPLICATION AND SELECTION

Applicants must submit, **via email**, a cover letter, resume and a list of three references.

Application materials are due November 15, 2022. Please email all materials to:

Jenna Davis, Farmer Relations Manager, at jdavis@midwestdairy.com

Finalists selected for interviews will be notified by November 30, 2022.

An intern will be selected and notified by December 22, 2022. The intern will assume a salaried internship and must be prepared to reside within commuting distance of the St. Paul office located at 2015 Rice Street, St. Paul, MN.

2023 Midwest Dairy Minnesota Farmer Relations Internship

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 objectives.
2. Provide a challenging, educational and rewarding opportunity for a college student 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: Three months approximately June 5 – September 4 (must be available for a majority of the Minnesota State Fair). If desired, the start date may be earlier with time off provided during the summer months.

This experiential learning opportunity is short-term (summer) employment based in the Midwest Dairy St. Paul 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 responsibilities during the Minnesota State Fair. Some flexibility during the employment period is allowed.

Responsibilities may include, but are not limited to:

- Accountable for planning, writing, development and distribution of video and assist Farmer Relations Manager with media, newsletter and other promotional and educational materials associated with the Princess Kay program.
- Collaborate with planning, marketing, communications and event logistics for Midwest Dairy programs and partner activities such as: Minnesota dairy ambassadors, local Undeniably Dairy grants, Minnesota State Fair activities, consumer and youth events, dairy farmer and ag coalition programs, and opportunities with other partner organizations as requested.
- Write regular internal and external Midwest Dairy publications via Promotion in Action.
- Assist with planning, marketing, communications and event logistics for Minnesota Milk Producers Association as requested.

- Perform miscellaneous administrative and support functions including, but not limited to, report writing, ordering materials and collecting information.
- Perform other tasks as assigned.

Relationships

- Directly responsible to and reports to the Farmer Relations Manager.
- Collaborates with additional co-workers throughout the business unit and organization.
- Works under the direction/supervision of project leaders on specific projects.

Reporting

- Weekly itinerary and activity reports, including time reporting.
- Program/project updates as requested.

Compensation

- Receive fair compensation for three months paid in two-week increments.
- Mileage and other expense reimbursement according to Midwest Dairy policy.
- Workers' compensation and liability insurance during summer employment.
- Training and personal development opportunities.
- Copies of completed projects, articles and other materials for future reference that do not contain any confidential/internal information.

Application Process & Other Provisions

1. All emailed applications must include a cover letter, resume, and a list of three references including, but not limited to, current and former employers.
2. Although Midwest Dairy 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. Midwest Dairy 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. Midwest Dairy reserves the right to discontinue the program if no qualifying applications are received as determined by the association or for any other reason.
4. Family members of Midwest Dairy directors or staff are ineligible for consideration unless the Midwest Dairy Corporate board grants a special exception.
5. Candidates who plan to enter Minnesota's dairy princess competition in 2022 or in future years are ineligible.
6. Candidates who are current Midwest Dairy state ambassadors are not eligible unless they are willing to give up their ambassador position if selected for the internship.
7. Must be able to pass a background check.