

2024 MIDWEST DAIRY INTERNSHIP

Job Description

The Illinois Farmer Communications internship provides an excellent opportunity for students interested in communications, public relations, marketing or agribusiness.

POSITION DURATION AND LOCATION

This position is located in Springfield, IL. Applicants must be available to work 40 hours per week through August 19, 2024 with potential work through August 23, 2024. The start date for the internship is negotiable but must be in place by June 3, 2024.

ELIGIBILITY

Eligible candidates must be at least 18 years of age and either a student in Arkansas, Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota or students who are permanent residents of those states. Preference will be given to those possessing strong communication and organizational skills or majoring in communications or related field. Candidates need not be from a dairy farm.

SELECTION

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

These emailed applications are due April 12, 2024. Please email all materials to:
Kendra Anderson, Manager, Farmer Relations – Illinois
kanderson@midwestdairy.com

Finalists selected for interviews will be notified by April 19, 2024.

An intern will be selected and notified by May 1, 2024. The intern will assume a salaried internship and must be prepared to reside within commuting distance of Springfield, IL.

DUTIES

- Assist with planning and participate in National Dairy Month activities, which may include but are not limited to:
 - Kilgus Creamery Farm Breakfast
 - Lenkaitis Holsteins Open House
 - Marcoot Jersey Creamery Open House

- Assist with planning and implementing Midwest Dairy activities at the Illinois State Fair, which may include but are not limited to:
 - Developing & implementing consumer-facing activities at Illinois State Fair
 - Developing and implementing IL State Fair Dairy Building sign design and installation
 - Coordinating volunteers to help with activities at the state fair
 - Assisting with dairy products judging at the state fair
 - Attending and networking at media day during the state fair

- Additional activities may include:

- Planning interactive dairy experiences for consumers at local events
- Writing press releases for 2024 IL division scholarship winners
- Writing and submitting success stories for Promotion Updates
- Writing farmer stories for the Midwest Dairy website
- Sharing Midwest Dairy resources at IL Ag in the Classroom Summer Ag Institutes
- Assist Midwest Dairy staff members with programs such as farm tours and open houses, social media, and other promotion activities.

For more information, contact:

Kendra Anderson, Manager, Farmer Relations – Illinois
kanderson@midwestdairy.com

2024 Midwest Dairy (insert title) Internship

Position Description

Term: Three months approximately May 28, 2024 – August 19, 2024. 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 Springfield, IL. 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.

Responsibilities may include, but are not limited to:

- Work with Midwest Dairy staff to identify and develop promotional and educational materials and displays for use at state fairs and open houses.
- Write regular internal and external Midwest Dairy publications via Promotion Updates.
- Assist specific Midwest Dairy staff members with programs unique to their state, such as: farm tours and open houses; 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 Midwest Dairy 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 Details

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.

Requirements

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, 2024.
3. Must successfully pass Midwest Dairy's background screening process.
4. Must have an interest in communications, marketing, public relations and/or the dairy industry.
5. Must confirm availability and participation in short-term summer employment from approximately May 28, 2024 – August 19, 2024.
6. The position is located in Springfield, Illinois.

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 and Canva.

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 their 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 are current Midwest Dairy state ambassadors are not eligible unless they are willing to give up their ambassador position if selected for the internship.

All application materials are due by April 12, 2024. Email documents to:
kanderson@midwestdairy.com.