



Agriculture Internship

Internship Announcement

The Texas Corn Producers (Texas Corn Producers Board and Corn Producers Association of Texas) is seeking an intern to begin fall 2017. The intern will work directly with the organization's communications and public affairs director, as well as other staff.

Duties

Duties will include, but are not limited to, assisting staff with:

- Assisting with general office work, including mailings, organization, travel, etc.
- Developing marketing and educational materials
- Writing news releases and newsletter articles
- Designing and publishing newsletters, marketing materials, and advertisements
- Managing social media presence
- Capturing and producing photos and video
- Planning events and publicity efforts
- CPAT membership recruitment and database entry
- Filing and office organization
- Assessments and refunds
- Answering phones and greeting office visitors
- Board member communications and coordination, including meeting attendance

The intern will also be expected to gain familiarity with the corn industry and crop production issues. Additionally, the intern will become acquainted with the state's soybean organizations, which are also administrated by the office.

Internship Objective

The objective of this internship is to provide students interested in the agricultural industry with a valuable career-building experience by further developing their agricultural industry knowledge, as well as communications and office skillset. During the internship, the intern will also develop contacts with agricultural industry members, media, and key federal and state legislative leaders and staff. Additionally, the intern will learn to communicate with the key influencers for the industry. Upon completion of the internship, the intern will hone time management, multi-tasking and office skills sought by professionals.

Internship Description

Title: Staff Assistant
Reports to: Communications & Public Affairs Director
Benefits: Hourly paid internship and college credit
Location: Lubbock, Texas
Begins: Fall 2017
Hours Required: Part time

Qualifications

- Strong verbal and written communication skills
- Proficient in Microsoft Office programs – Word, Excel and PowerPoint
- Demonstrate leadership, strong work ethic, attention to detail and willingness to learn
- Must be able to work in a fast-paced, professional environment

Preferred Qualifications, but not required:

- Experience in writing, design, copy editing and AP Style
- Experience with Adobe Creative Suite – InDesign, Photoshop and Illustrator
- Accounting and bookkeeping experience

Application

Applications should be submitted **by August 28, 2017**. Please include: resume, cover letter, fall course schedule, available start date, and list of references able to speak to qualifications and experience. Examples of writing, photography, and/or design work are also welcome, but not required.

Send application to info@texascorn.org.

Contact Information

Stephanie Pruitt, Communications & Public Affairs Director
4205 N. Interstate 27
Lubbock, TX 79403
806.763.CORN (2676)