



**The Center for Dairy Excellence and Dairy Excellence Foundation  
Dairy Education, Programs & Communications Intern Job Description**

<b>Position Title:</b>	Dairy Education, Programs & Communications Intern	<b>Date:</b> May – August 2023
<b>Location:</b>	Central Pennsylvania – Harrisburg	
<b>FLSA Exemption:</b>	Non-Exempt – weekly work not to exceed 40 hours	

**Qualifications**

<b>Education:</b>	Applicant must be entering at least their sophomore year of an undergraduate degree at an accredited college or university.
<b>Knowledge &amp; Skills:</b>	Applicants should have strong communication, interpersonal and organizational skills as well as be proficient in PowerPoint, Word, and Excel. Some experience in education, program management, and communications is preferred. Knowledge and understanding of the dairy industry are an advantage.
<b>Travel Requirements:</b>	Moderate day travel required; few to no overnights

**Scope**

- Intern will assist with the continued development of dairy education curriculum programs, including Discover Dairy and Dairy Leaders of Tomorrow, and in planning youth educational events.
- Intern will assist with communications and marketing content for the Center and the Foundation.
- Intern will assist with the continued coordination and development of the Center's on-farm programs.
- Intern will accompany staff on industry events, gain understanding of the Center and the Foundation, and learn more about the scope and scale of Pennsylvania's dairy industry and infrastructure.

**Principal Duties and Responsibilities**

- Assist in planning the Dairy Leaders of Tomorrow Fall Farm Tour and Exploration Experiences.
- Coordinate Discover Dairy packet requests for educational orders.
- Assist with the development of presentations for various conferences.
- Assist with assembling and preparing marketing materials for Foundation and Center programs.
- Attend and assist with program planning at educational conferences hosted throughout summer.
- Assist with 2022-23 on-farm program grant outreach, close-out, and database management.
- Assist with dairy education program communications, marketing, and management.
- Work with the PA Ag Workforce Committee with video development, creating content and marketing for their ag careers website initiative.
- Engage in Center activities, events, and programs, including and not limited to:
  - Participate in board meetings, staff meetings, and other operations
  - Network with board members and industry stakeholders involved in the Foundation and Center's work.
  - Participate in the Toast to Dairy Fundraiser event for the Foundation.