



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

Position Title: Dairy Education, Programs & Communications Intern **Date:** May – August 2025
Location: Central Pennsylvania – Harrisburg
FLSA Exemption: Non-Exempt – weekly work not to exceed 40 hours

Qualifications

Education: Applicant must be entering at least their sophomore year of an undergraduate degree at an accredited college or university.

Knowledge & Skills: 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.

Travel Requirements: 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 with the development of presentations for various conferences.
- Assist in writing articles and creating communications pieces for the Center and Foundation, including but not limited to electronic communications, social media posts, and print pieces.
- 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 2023-2024 on-farm program grant outreach, close-out, and database management.
- Assist with dairy education program development, communications, marketing, and management.
- Work with the PA Ag Workforce Committee with video development, creating content and marketing for their ag careers website initiative.

Qualified candidates can apply online at centerfordairyexcellence.org/job-opportunities/. Please refer any questions about this opportunity to Jayne Sebright, Executive Director, at 717-346-0849 or jsebright@centerfordairyexcellence.org.

DEADLINE TO APPLY IS NOVEMBER 1, 2024.