

The Center for Dairy Excellence Dairy Education & Communications Intern Job Description

Position Title:	Dairy Education & Communications Intern	Date: May – August 2022
Location:	Central Pennsylvania – Harrisburg, PA	
Reporting Position:	Dairy Education Programs Manager	
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 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

- Dairy Education and Communications intern will assist with the continued development of dairy education curriculum programs, Discover Dairy and Dairy Leaders of Tomorrow, attend and plan youth educational events, create communications and marketing content for the both the Center and the Foundation, and gain exposure to several facets of the dairy industry.
- 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.

Main Purpose of the Job

- Provide support to the Dairy Education Programs Manager in the execution, development, and management of dairy education programs.
- Provide support to the Communications Manager in creating and developing marketing content.
- Assist Center staff with their key projects and programs as needed.
- Gain exposure to both the dairy industry and agricultural education.

Principal Duties and Responsibilities

- Work with workforce development manager to plan the upcoming Dairy Leaders of Tomorrow Fall Farm Tour and Exploration Experiences.
- Work with the PA Ag Workforce Committee with video development, creating content and marketing for their ag careers website initiative.
- Assist with dairy education program media marketing and management.
- Coordinate Discover Dairy packet requests for educational orders.
- Assist with the development of presentations for various conferences.
- Assemble and prepare all necessary marketing materials.
- Attend and assist with program plan at all educational conferences including but not limited to: PAAE Summer Conference, PA Dairy Princess Seminar, and PA Ag Educators Institute.
- 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.
- Assist the Dairy Programs and Operations Manager with 2021-22 on-farm program grant outreach and close-out.