

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

Position Title: Dairy Education & Communications Intern	Date: May - August 2020
Location: Central Pennsylvania - Harrisburg	
Position to which this role reports:	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 and abilities:	Applicants should have strong communication, interpersonal and organizational skills as well as be proficient in PowerPoint, Microsoft Word and Excel. Some experience in education and communications is preferred. Knowledge and understanding of the dairy industry is an advantage.
Travel Requirements:	Moderate day travel required; few to no overnights
Scope	
<ul style="list-style-type: none"> • 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, and gain exposure to several facets of the dairy industry. • Intern will assist with the PA Ice Cream Trail. • Intern will accompany staff on industry events, gain understanding of center and foundation, and learn more about the scope and scale of Pennsylvania's dairy industry and infrastructure. 	
Main Purpose of the Job	
<ul style="list-style-type: none"> • Provide support to the Dairy Education Programs Manager in the execution, development and management of dairy education programs. • 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	
<ul style="list-style-type: none"> • Plan the upcoming Dairy Leaders of Tomorrow Fall Farm Tour and Exploration Experiences. • Assist with Dairy Education Program Media Marketing & Management <ul style="list-style-type: none"> ➢ Manage Discover Dairy and Dairy Leaders of Tomorrow social media accounts ➢ Oversee registration process for both Discover Dairy and Dairy Leaders of Tomorrow ➢ Coordinate Discover Dairy "Marketplace" for educational orders • Assist with Program Marketing at Educational Conferences <ul style="list-style-type: none"> ➢ Assist with the development of presentations for various conferences ➢ Assemble and prepare all necessary materials ➢ Attend all educational conferences including but not limited to: PAAE Summer Conference, Pennsylvania Dairy Princess Seminar, and AITC Educators Ag. Institute • Engage in center activities, events and programs, including and not limited to: <ul style="list-style-type: none"> ➢ Participate in board meetings, staff meetings and other operations ➢ Network with board members and industry stakeholders involved in center's work ➢ Participate in the Toast to Dairy Fundraiser event for the Foundation • Assist the PA Ag Workforce Committee with video development, creating content and marketing. 	



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Dairy Education & Communications Intern Application Cover Page

Applicant Name: _____

Address: _____ Phone Number: _____

_____ Email: _____

College/University: _____ Year: _____

Major (Minor if applicable): _____

Relevant Coursework: _____

Name of Academic Advisor: _____

Email Address of Academic Advisor: _____

Additional Requirements:

To complete this application, please attach the following:

- **Cover letter** that specifically highlights your agricultural and educational experiences
- Professional **resume** that is no more than one-page front and back
- **ONE letter of recommendation** from an *educational or agricultural related professional*
- **TWO references** of *educational or agricultural related professionals*

Please refer any questions about this opportunity to Brittany Haag, Dairy Education Programs Manager, at bhaag@centerfordairyexcellence.org or 717-346-0849.

Please mail, fax or email this application in its entirety to:

Dairy Excellence Foundation

Attn: Brittany Haag

2301 N Cameron Street, Harrisburg, PA 17110

Fax: 717-705-2342 **Email:** bhaag@centerfordairyexcellence.org

All applications **MUST** be received by **November 1, 2019** to be eligible to apply.