



Student Intern - 2017-2018 year

Position Information

Employer:

Minnesota Corn Growers Association

Division:

N/A

Title:

Student Intern - 2017-2018 year

Description:

The Minnesota Corn Growers Association is offering two paid internships open to bachelor's degree-seeking students. This internship will provide exposure to Minnesota agriculture through office operations, educational and outreach programs, communications, and member engagement.

This is a one-year paid internship starting May 1, 2017 through April 30, 2018. After being selected, interns will go through training in May and will work 40 hours per week from May – August (some nights and weekends) and approximately 10-15 hours per week from September – April 30.

Location: Shakopee, MN

Timeframe: May 1, 2017 through April 30, 2018

Compensation: \$12 per hour. Work related mileage and expenses will be reimbursed.

Housing will not be provided.

Key Responsibilities

- Assist with various duties in the office, including but not limited to:
 - Membership and event mailings
 - Copying and filing
 - Maintaining clean MCGA vehicles and equipment, etc.
- Assist with set-up/tear-down/work at MCGA events, including:
 - MN Ag EXPO, Farmfest, Community Days, Ag Awareness Day, Ag & Food Day, MN State Fair, Day on the Hill, Legislative Reception, and biofuels promotion events
 - Events through various partnership programs
- Assist with communication projects, including:
 - Writing blog posts
 - Managing the Minnesota Corn Advocates social media accounts
 - Building and maintaining advocate, biofuels, and media databases
 - Assisting with Innovation Grants
- Assist with special projects and events surrounding research, biofuels, and public policy.
- Make occasional appearances as one of our mascots, Maizey and Ted Tassel, at special events such as:
 - First pitch at the Twins game
 - Twins Mascot softball game
 - First pitch at the Saint game

Location:

Location #1

Nationwide

no

City

Shakopee

State/Province

How To Apply



Requested Documents:

- Resume
- Cover Letter

Important Dates



Posted On:

Oct 31, 2016

Applications Accepted Until:

Nov 28, 2016

Default Email For Resumes



csoukup@mncorn.org

Contact Information

Employer: Minnesota Corn Growers Association

Name: Cara Soukup

Title: Field Coordinator

E-mail: csoukup@mncorn.org

Website: http://mncorn.org

Phone: 9524603603

Fax: 9522330420

Address: 738 1st Ave E
Shakopee, MN
55379 United States

Minnesota
Country
United States

Position Type:

Paid, Internship

Desired Major(s):

All Majors


Desired Class Level(s):

Sophomore, Junior

Work Authorization:

US Citizen

Salary Level:

\$12.00/hour 

Job Function:

Arts, Media, Digital Media, Creative Design, Advertising, Business: Consulting, Analysis, Statistics, Economics, Business: Brand Management, Marketing, Sales, Business Operations, Services, Administration, Education, Teaching, Training, Foreign Language, Translator, Environmental, Sustainability, Earth Science, Public Policy, Government, Law, Marketing Communications, Public Relations, Events, Non-Profit, International Development, Social Services, Writing, Publishing, Journalism, Broadcast

Desired Start Date:

May 15, 2017

Duration:

1 year

Approximate Hours Per Week:

40 during the summer, 10-15 during school year

Qualifications:

- Current full-time college student between the ages of 19 and 23.
- Valid driver's license.
- Working knowledge of Minnesota agriculture preferred.
- Proven communication skills, both written and verbal.
- Proficient in Microsoft Office programs (Word, PowerPoint, Excel, etc.)
- Ability to be flexible and work on a variety of different tasks
- A self-starter with the ability to work independently when needed