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 Agvocates 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

https://macalester-csm.symplicity.com/manager/index.php?id=1e6b22cb601fae21a515750925dd0d87
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:

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