Internship

Purpose: The intention of this internship is to provide students with the opportunity to assist with the ACA Annual Convention & Tradeshow. This opportunity allows students to interact first-hand with industry leaders from across the state. The candidates selected to come aboard will assume the role of an equal team member on staff, exposed to all areas of the organization and execution for the ACA State Convention, being held the week of August 3-5, 2018 in Little Rock.

Qualifications: Qualified candidates should attend college and be studying agricultural communications, animal science, mass communications, public relations, advertising, event management, etc. Candidates with an agricultural background preferred. Strong organizational and interpersonal skills are required. Light lifting required. Must be willing to work.

Job Description: Interns will be required to perform the following tasks:

- Assume an active role in the preparation and execution of the ACA State Convention.
- Participate in staff meetings, events and activities during convention.
- Engage members with service requests.
- Interact with industry leaders, policy makers, and industry partners.
- Perform basic office duties (answering the phone, sorting mail, making copies, etc.)
- All other duties assigned.

Hours: The internship program will last from July 30 - August 6. Hours will follow the schedule of the convention.

Although this is an unpaid work experience, ACA will provide the student’s convention registration, lodging and certain meals while at convention. Students are responsible for their own travel to and from convention, along with all incidental expenses. Invaluable networking opportunities are provided with the top industry leaders as well as with members statewide.

To apply for an internship position, submit your cover letter and résumé to the ACA office. You will be contacted after all submissions have been reviewed, if you are chosen to schedule an interview.

The deadline to apply is:
July 18, 2018

Submissions may be emailed to Cody Burkham, Executive Vice President at cody@arbeef.org

Or mailed directly to:
Arkansas Cattlemen’s Association Internships
Attn: Cody Burkham
310 Executive Ct.
Little Rock, AR 72205