Arkansas Cattlemen’s Association

Internship

Purpose: The intention of this internship is to fully integrate interns into the daily function and operation of the Arkansas Cattlemen’s Association. Interns will be immersed in the cattle industry and will actively participate in the association’s mission to serve the Cattlemen of Arkansas. The candidate selected to come aboard will assume the role of an equal team member on staff, exposed to all areas of the organization, but will focus primarily on the planning and execution of the ACA Area Conferences, being held throughout the month of March 2019.

Qualifications: Qualified candidates should have completed at least two years of college studying agricultural communications, animal science, mass communications, public relations, advertising, event management, etc. Candidates with an agricultural background preferred. Strong customer service, organizational and interpersonal skills are required. Must be willing to work.

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

- Learn and assist in maintaining the association database.
- Participate in staff meetings, events and activities.
- Engage members with service requests.
- Interact with industry leaders, policy makers, and industry partners.
- Assume an active role in the planning, preparation and execution of the ACA Area Conferences.
- Become familiar with the magazine production and advertising sales process.
- Update and manage the ACA Museum.
- Perform basic office duties (answering the phone, sorting mail, making copies, etc.)
- Some travel required.
- All other duties assigned.

Hours: The internship program will last from approximately Feb. 1 to May 15. Typically, business is conducted between 8:00 a.m. - 5:00 p.m. Some after hours work will be likely on conference days. We close during national holidays.

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: January 15, 2019

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