



IDAHO CATTLE ASSOCIATION
IDAHO CATTLE FOUNDATION

DARL GLEED
EXECUTIVE INTERNSHIP



INTERN POSITION ANNOUNCEMENT

The Idaho Cattle Association (ICA) is seeking one student for the 2017 **Darl Gleed Executive Internship** summer position. Interested applicants should have completed at least their sophomore year of undergraduate coursework or be a recent college graduate in agriculture or an agriculture-related field. This is a full-time, temporary position. The work hours for this position will be approximately 40 hours per week. The summer intern will occasionally have to work over 40 hours because of evening or weekend meetings or events, including the ICA Summer Round-Up and Governor's Trail Ride.

QUALIFICATIONS

The applicant should be a self-motivated individual who possesses excellent communication skills. Applicants should specify how their background provides them with the proper knowledge and abilities to excel in this internship. Beef industry knowledge is required.

SKILLS

- Excellent written and oral communications skills
- Ability to think creatively and handle multiple projects
- Ability to work independently on program development and/or implementation
- Desire to learn/gain marketing and communications experience
- Outgoing personality and willingness to talk to consumers
- Dress and conduct oneself with professionalism while representing ICA
- Ability and willingness to set up exhibits and displays
- Basic understanding of business fundamentals, needs, and development
- Proficient computer skills including Microsoft Office
- Ambitious, flexible, team player

WORK OUTLINE

The Intern will be assigned to projects by the Executive Vice President of the Idaho Cattle Association.

The internship will pertain directly to the organization's membership recruitment, event planning and execution, and industry communications. The applicant will aid in furthering the Idaho cattle industry through innovative and effective political, educational, and marketing programs supported by all industry segments, partners, and coalitions. The individual will work in-depth with ICA in a variety of industry management areas.



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OTHER REQUIREMENTS AND INFORMATION

- **Must be a beef consumer**
- Must have a flexible schedule
- A valid driver's license and good driving record is required
- Minimum 3.0 G.P.A
- Willingness to participate in some travel and/or nights and weekend work
- Must be willing and able to lift 25 pounds; wheel, move, and carry materials; and work inside and out

PAY

The intern will be paid \$4,000 total, on a biweekly pay cycle over ten weeks.

LENGTH OF INTERNSHIP

The start and end dates of the internship are flexible, but the intern will be expected to work a minimum of 10 weeks and should begin by June 1. Housing and transportation will not be provided by the Idaho Cattle Association.

HOW TO APPLY

Please return completed employment application and the following:

- Cover letter
- Unofficial college transcript
- Two letters of recommendation
- Essay

Mail to:

Idaho Cattle Association
2120 Airport Way
Boise, Idaho 83705

The deadline for application is May 1, 2017. Applications will be notified no later than May 5, 2017. If you have any questions regarding this position, please feel free to contact Cameron Mulrony at (208) 343-1615. If you are interested in receiving college credit for internship work, please send an attached document with the college, department, advisor, and any other pertinent information to your application. We look forward to receiving your application.



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Darl Gleed Executive Internship Summer Program Description

The internship will pertain directly to the organization's membership recruitment, event planning, and industry communications. The applicant will aid in furthering the Idaho cattle industry through innovative and effective political, educational, and marketing programs supported by all industry segments, partners, and coalitions. The individual will work in-depth with ICA in a variety of industry management areas including, but not limited to:

- Membership recruitment
- Diplomatic communications
- Meeting and event coordination and execution
- Brand awareness
- Tailgate diplomacy

REQUIREMENTS AND INFORMATION

- **Must be a beef consumer**
- Must have a flexible schedule
- A valid driver's license and good driving record is required
- Minimum 3.0 G.P.A.
- Be willing to travel and work some evenings and weekends
- Must be willing and able to lift 25 pounds; wheel, move and carry materials; and work inside and out

STIPEND

An intern will be paid \$10/hour for on a biweekly pay cycle over ten weeks. Intern is expected to work 40 hours/week.

LENGTH OF INTERNSHIP

The start and end dates of the internship are flexible, but the intern will be expected to work a minimum of 10 weeks and should begin by June 1. Housing and transportation will not be provided by the Idaho Cattle Association.



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INTERNSHIP APPLICATION

Position: Summer Intern

Application deadline 05/01/2017

PERSONAL INFORMATION

Name (Last, First, Middle)	Telephone Number
Address	Message Number
City/State/Zip	E-mail Address

Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
May We Contact Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION/TRAINING - Include Technical/Academic Achievements/Courses

Have you obtained a high school diploma or GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No				
School	Name & Location	Degree	GPA	Subjects Of Specialization
College/University				
Specialized Courses & Training				

EMPLOYMENT HISTORY - Begin with Most Recent Employment

Dates From To	Company Name	City, State
Titles and Duties:		
Reason for Leaving:	Supervisor's Name	Telephone Number



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Dates From To	Company Name	City, State	
Titles and Duties:			
Reason for Leaving:	Supervisor's Name	Telephone Number	

COMPUTER SKILLS

List Specific Computer Skills:

LEADERSHIP EXPERIENCE– Please describe any relevant leadership experience or activities in which you have participated

SPECIAL ACHEIVEMENTS, AWARDS, or RECOGNITION– Please describe any relevant awards

EXTRA-CURRICULAR ACTIVITIES – Please describe any college extra-curricular activities



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REFERENCES - Give the Names of Three Persons Not Related to You

Name	Address	Telephone	Occupation

ESSAY:

In a 1-2 page double spaced essay please answer:

- 1.) What are the biggest threats to the beef industry?
- 2.) What you hope to learn and how your skills and experience will contribute to our offices?

Unless otherwise specified herein, I authorize all persons listed as my references and all former employers to release information to the Idaho Beef Council and Idaho Cattle Association, relative to my education, training, qualifications, work history and general fitness for employment.

Have you ever been convicted of any crime or violation of any law in any state, federal or military court?

_____ Yes _____ No

Note: For the purpose of this question, "conviction" includes:

1. All instances in which a plea of guilty or nolo contendere is the basis of conviction,
2. All proceedings in which a sentence has been suspended, deferred, or withheld.
3. All proceedings in which the prosecution was deferred. Do not include convictions for traffic violations unless alcohol or drug related.

If your answer is YES to any of the above, attach an explanation and court record, which includes the disposition of the offense. (Conviction of a crime does not necessarily preclude you from consideration for employment. The Council and Association will consider the nature, date, and relationship of the offense to the position for which you are applying.)

If you are chosen for this position your employment with both entities would be "at will." Employment at Will means that the employee or the Council or Association may terminate the employment relationship with or without cause, and with or without notice, at any time. I further understand that this is an application for employment, and that no employment contract is being offered herein.

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal.

I understand also, that I am required to abide by all rules and policies the Idaho Cattle Association. I have read and understand the above.

Signature _____

Date _____