



## MEMBERSHIP OPERATIONS INTERNSHIP • RESPONSIBILITIES AND APPLICATION INFORMATION

The Intern of Membership Operations has the primary responsibility of supporting association membership operations, primarily through renewal and recruitment processes to existing and prospective members. The intern will assist with maintaining accounts receivable for the association services department, assisting with registration for the Cattle Raisers Convention and Board Meetings, and assisting with fulfillment of TSCRA merchandise orders. This internship is a paid position.

### ABOUT TSCRA:

TSCRA is a 140-year-old trade association and is the largest and oldest livestock organization based in Texas. TSCRA has more than 17,500 beef cattle operations, ranching families and businesses as members. These members represent approximately 50,000 individuals directly involved in ranching and beef production who manage 4 million head of cattle on 76 million acres of range and pasture land primarily in Texas and Oklahoma, but throughout the Southwest.

### GENERAL RESPONSIBILITIES:

#### Accounts Receivable:

- Manage membership services records and process payments and credits for the association services area, including but not limited to:
  - Membership renewals, new memberships, event registrations, merchandise, miscellaneous payments
- Assist members with payment inquiries

#### Membership Activities:

- Mail or email monthly renewal notices
- Update member profile information
- Create new membership accounts
- Assist members with membership questions
- Monthly phone calls to expired members

#### Merchandise:

- Process gate sign orders
- Maintain inventory and report inventory adjustments

#### Event Registration:

- Maintain events in membership database
- Register attendees for events, including entry of payment information and preferences
- Assist with on-site registration for convention or other events

### QUALIFICATIONS:

- Minimum Junior-level college student at an accredited university at time of application
- Must be available to work in the TSCRA headquarters in Fort Worth, TX from January 2 to May, 2018
- Minimum 3.0 GPA
- Background in the agriculture industry highly desirable
- Strong attention to detail and excellent follow-up skills
- Exceptional project and time management, communication and organizational skills

### TO APPLY:

- Please submit the following via email (Adobe PDF or Microsoft Word):
  - ◆ Cover Letter and resume
  - ◆ List of 2-3 references
  - ◆ College transcript
- *The 2018 Membership Operations Internship Application is open from November 3 - December 8, 2017. All applications must be received on or before December 8, 2017.*
- Submit applications to:

Lisa Walker, Director of Membership Operations  
Texas and Southwestern Cattle Raisers Association  
1301 W. Seventh St., Suite 201  
Fort Worth, TX 76102  
Office: 817-916-1798  
lwalker@tscra.org