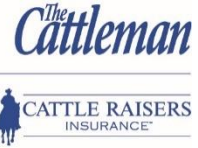




Texas and Southwestern Cattle Raisers Association

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## **POSITION DESCRIPTION FALL 2019 EVENT AND EDUCATION INTERN**

The Texas and Southwestern Cattle Raisers Association (TSCRA) is proud to offer an engaging and rewarding internship working alongside our Fort Worth office staff supporting association events and educational programs to existing and prospective members.

We are seeking a highly motivated individual who wants to gain practical work experience in a non-profit organization. Our ideal candidate is an independent worker who is able to efficiently accomplish tasks and meet deadlines. The candidate must be a self-starter, have excellent written and oral communications skills, perform well under pressure, and be able to manage multiple projects.

This is a semester-long learning experience for an undergraduate student. The internship will begin around August 1, 2019 and continue through December 2019.

Candidates may be able to receive academic credit if TSCRA has the ability to fulfill the college/university requirements.

The internship is a paid position.

The specific duties of the position include:

### **Membership:**

- Attend industry events to represent and promote the association, as needed.
- Provide support for membership operations, as needed.

### **TSCRA Policy Conference:**

- Support advance and on-site registration.
- Assist with pre-event planning and marketing.
- Attend Policy Conference to assist in facilitating the meeting.

### **Ranch Gatherings:**

- Assist with pre-event list generation and post-event attendee lists.
- Support promotional activities around gatherings.
- Attend select ranch gatherings, as needed.

### **Beef Quality Assurance:**

- Maintain records of program participants.
- Maintain online certification records.

- Attend select BQA meetings depending on schedule.

2020 Cattle Raisers Convention and Expo:

- Assist with the preparation of education sessions.
- Assist sales staff with Expo booth sales.
- Support setting up advance registration options.
- Gather promotional lists.
- Develop promotional plan.

Other activities as assigned.

## **REQUIREMENTS**

- Must be able to travel frequently
- Exceptional communication, writing, and organizational skills.
- Must be able to be based in the TSCRA office in Fort Worth, Texas
- Must be able to work during customary work day/work week and at other times including evenings and weekends

To apply, please send your resume and cover letter to the email below by July 15, 2019.

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