



**Title of the Position, Department**

Programs Intern, Kentucky Beef Council

**Overall Responsibility**

Support the day-to-day operations of the office in order to promote and educate consumers and producers about beef. This position may also require working some weekend events.

**Key Areas of Responsibility**

- Public Relations: Assist with the publication of KBC's newsletter *Beef Brief*, *Beef in the Bluegrass* blog, and social media outreach
- Retail and Foodservice Promotions: Participate in necessary preparation for promotions such as Lexington and Louisville Burger Weeks
- Education: Prepare and teach beef production, nutrition, and/or cooking lessons for youth programs
- Event Planning: Help plan outreach events such as health fairs, food shows, state and county fairs, festivals, and other promotional and nutritional events
- General Office Duties: Responsible for general office duties such as answering phones, making copies, filing, sending mailings and running errands
- Travel: Must be willing and able to travel alongside KBC staff and independently, sometimes overnight and on weekends

**Reports to**

- The intern will be expected to work **independently**, but under the direction of the Executive Vice President and KBC staff.

**Consults with**

- Will work with other staff to ensure that the all efforts are effectively coordinated and implemented. Must also be open to working with KCA staff when needed.

**Qualifications**

- Intern must be available each day of the Kentucky State Fair, August 17th – August 27th, 2017.  
*Prior arrangements must be made in advance for missing classes.*
- Proficient with Microsoft Word, Excel, Social Media (Adobe Photoshop and Illustrator preferred but not required)
- Ability to communicate essential information in a timely manner through written and verbal communication
- Required to report to office each day unless instructed otherwise, working remotely is not permitted

**Term of Employment**

- Internship (April – September)
- Full time during the summer and part time during the spring and fall

**Please send resume with three references, cover letter, and transcript (unofficial accepted)**

by **March 3, 2017** to:

**Kiah Twisselman: Director of Consumer Affairs**  
**ktwisselman@kycattle.org**