



## Communications and Outreach Internship Lincoln, Nebraska

### Timeframe

May 2020 – May 2021

### Duties and Responsibilities

- Develop and implement internet-based communications programs including e-newsletters to members, managing NeCGA's social media programs, and updating NeCGA's website.
- Assist with communication programs and efforts to enhance NeCGA legislative efforts.
- Work to create copy for website and social media.
- Draft content for blogs and manage postings.
- Draft content for newsletters, brochures, articles.
- Attend membership events
- Assist Director of Grower Services with event planning including the annual Corn Grower Open and Annual Meeting
- Assist with other projects as assigned. Some travel required. Mileage will be reimbursed.

### Qualifications

- Current enrollment in ag communications, ag business, ag leadership, ag journalism or *related* degree program.
- Intern shall have strong writing and verbal skills, ability to develop concepts into action and flexible schedule.
- Must have a working understanding of Nebraska agriculture.
- Proficiency in Microsoft Office programming required.
- Knowledge of WordPress website management preferred.
- Understanding of Adobe InDesign and Photoshop preferred.
- The position will use Constant Contact for web-based communications, training will be provided.

### Hours Per Week

- May – August: 35 hours/week with some nights and weekends
- September – May: 10-15 hours/week depending on class schedule

### Other Opportunities

- Mileage reimbursement provided for travel
- Opportunity to attend the DC Leadership Program in Washington D.C. in February or March 2021
- Will work with the University to receive credit hours if needed

### Wage

\$11 per hour

### Application Process

Resume and cover letter of application should be sent to:

*Nebraska Corn Growers Association  
Communications Internship  
4435 O Street, Suite 210  
Lincoln, NE 68510*

Resume and cover letter may also be submitted by email to [mwrch@necga.org](mailto:mwrch@necga.org)

Resume and cover letters are due in the NeCGA office or emailed to [mwrch@necga.org](mailto:mwrch@necga.org) by 5:00 PM on Friday, November 1<sup>st</sup>.