



# American - International Charolais Association

11700 N.W. PLAZA CIRCLE • KANSAS CITY, MISSOURI 64153 • (816) 464-5977 • FAX (816) 464-5759 • WWW.CHAROLAISUSA.COM

## Event & Communications Internship Opportunity with American International Charolais Association and Charolais Journal

### Purpose:

To provide a college age student a hands-on experience with beef breed association work. This full summer intern program encompasses much of the AICA's summer activities including event planning and execution of the American International Junior Charolais Association (AIJCA) Junior National Show & Leadership Conference, the VitaFerm CharFocus Youth Conference, production of the August issue of the Charolais Journal, updating social media, and communications management.

### Qualifications:

- Junior or senior in college preferred
- Available mid-May through late July, depending on the intern's academic schedule
- Ability to be a self-starter and to work independently
- Excellent written and oral communication skills
- Knowledge of Adobe programs such as InDesign, Photoshop
- Proficient use of Microsoft Office programs including Access, preferred
- Familiarity with livestock show procedures

### Major Responsibilities:

- Assist the Director of Youth Activities with execution of the AIJCA Junior National Show & Leadership Conference and VitaFerm CharFocus
- Work alongside the Junior Board throughout Junior National assisting in all tasks
- Develop Junior National event materials
- Write feature stories
- Produce editorial and advertiser content for the Charolais Journal
- Manage social media outlets

### Compensation:

Compensation will be determined once an intern is selected.

### Special Considerations:

Position is located in Kansas City, MO. If the applicant does not have housing accommodations, the Director of Youth Activities will aid in locating sufficient housing. Travel is involved to Belton, Texas and the Des Moines, Iowa region, as well as work on weekends and at other times as assigned.

### To Apply:

Send cover letter, resume and a list of references to [kchism@charolaisusa.com](mailto:kchism@charolaisusa.com) no later than Thursday, February 15, 2024. Please note, if you would also like to be considered for the Junior National month-long internship if not selected for the full summer internship opportunity.

### Contact:

Kaitlyn Chism  
AICA Director of Youth Activities & Foundation  
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