

Title of the Position

KCA Intern

Department

Kentucky Cattlemen's Association

Overall Responsibility

Support the day-to-day operations of the Kentucky Cattlemen's Association. Interns will be within the membership, accounting, and Cow Country News departments. Interns will also work with staff from the Kentucky Beef Network and the Kentucky Beef Council. A KCA Intern needs to be well rounded to perform any task from any of these departments.

Key Responsibilities

- Membership:
 1. Membership data entry
 2. Participate in necessary preparation for events.
- Communications:
 1. Processing documents for manual invoicing
 2. Assisting with social media and marketing campaigns
- Beef Network:
 1. Assist with the day-to-day operations of the Beef Quality Assurance (BQA) database
 2. CPH and KBN Tag Accounting & Management
- General Office Duties: Responsible for general office duties such as answering phones, making copies, filing, sending mailings and running errands

Qualifications

- Proficient with Microsoft Office and Adobe software.
- Ability to communicate essential information in a timely manner through written and verbal communication.
- Ability to complete many tasks from several different program areas.

Consults With

- This intern position will be expected to work independently, but under the direction of the Staff Supervisor.
- Will work with staff from the Kentucky Cattlemen's Association, Kentucky Beef Network, and Kentucky Beef Council.

Term of Employment

- Fall internship (September - December) with potential to extend if applicable.
- Fall interns may be asked to intern at the KCA Convention - Jan 15-17, 2025.
- Required to work at least 10 hours a week.

**Please send resume with a letter of interest by August 9th to:
nwhitaker@kycattle.org**