

## **Communications/Marketing Intern Position**

### **Goal:**

To provide a wide range of experiences within the dairy industry and how the COBA/Select Sires cooperative supports and functions within the industry. To expose students to all facets of the business including communications, marketing, technician work, cattle evaluation and sales. To provide assistance to the communications and marketing staff to support all field activities.

### **Duties:**

- Organize and fulfill the weekly route mailings for all sales personal.
- Help create ads and route inserts to support the weekly route mailings.
- Develop promotional posters for staff distribution.
- Create stories and news releases on new employees and for newsletters.
- Ride with and support activities of District Sales Managers, Select Reproductive Specialists, Select Mating Specialists, and AI Technicians.
- Help in development and maintenance of website.
- Assist with mailing/shipping information to all internal and external customers.
- Operate all office machines, copier, folder/insertter, postage machine etc.
- Assist with semen packing and invoicing as requested.
- Provide phone relief to the Receptionist/Marketing Assistant as needed.
- Promote and represent COBA at industry functions.
- Any other duties as requested by the Administrative Assistant/Communications Coordinator for the needs of the cooperative.

### **Hours:**

Normal business hours from 8:00 am to 4:45 pm, schedule to be determined and set in conjunction with the Administrative Assistant/Communications Coordinator. Travel within COBA's northern service area to include some overnight will be expected.

### **Compensation:**

- Hourly wage plus expenses of corporate travel and responsibilities.

### **Reports to:**

Administrative Assistant/Communications Coordinator

# COBA/Select Sires Internship Application

## Communications/Marketing 2017

Applicant Information		
Last Name:	First:	Date:
Street Address:		Apt/Unit:
City:	State:	Zip:
Phone	Cell Phone	
Email address:		
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes please explain:
How did you hear about our internship program?		

Experience/Education and Skills	
Current employment status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Not Employed	
Current or most recent paid position held:	
Are you currently a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate school and concentration:
Level <input type="checkbox"/> Freshmen <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate student	Areas of study:
Do you speak any other languages? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list language <input type="checkbox"/> Fluent <input type="checkbox"/> Semi-Fluent <input type="checkbox"/> Basic
Computer Skills/Software Used:	

Personal Information
Why are you interested in an internship in our organization?

What specific experience would you like to gain through this internship?

Describe your long-term career goals:

### Professional References

Name	Organization, Relationship and contact info (e-mail and/or phone number)

### Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to an internship assignment, I understand that false or misleading information in my application may result in my release.

Signature:

Date:

Save application and email with resume and cover letter to [coba@cobaselect.com](mailto:coba@cobaselect.com)

Applications Due January 1, 2017