



Ayrshire Breeders' Association

1224 ALTON DARBY CREEK RD., SUITE B, COLUMBUS, OHIO 43228
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The Susan Edwards Ayrshire Summer Intern

Duration: 10-12 weeks depending on intern availability
Full-time position: 40 hours per week
Location: Ayrshire Breeders' Association office, Columbus, OH
Compensation: Hourly
Transportation: Must provide own transportation
Housing: Responsibility of intern
Application Deadline: March 10, 2018

Responsibilities:

- Assist with the development of presentations and press releases for the Association
- Assist with production of Ayrshire promotional materials for web and printed distribution to breeders and at dairy events
- Work with the processing of registration and transfer applications to maintain ABA records and database and issue registration certificates
- Perform clerical duties – photocopying, mailing, filing, etc.
- Perform other tasks as assigned by supervisor

Qualifications:

- Strong interest and/or background in the dairy industry
- Studies in communications, dairy or animal science, or in a related field of study
- Computer skills – Microsoft Office programs, desktop publishing experience a plus
- Strong writing skills
- Detail oriented

Application requirements:

- Cover letter including future goals and career aspirations
- Resume including education, previous work experience, skills and other qualifications
- List of three references with contact information
- Application deadline – March 10, 2018. Email applications to bpayne@usayrshire.com or mail to 1224 Alton Darby Creek Road, Columbus, OH 43228

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