



Oregon Cattlemen's Association
1320 Capitol St. NE Ste. 150
Salem, OR 97301
503-361-8941

Oregon Cattlemen's Association Internship Opportunity

The Oregon Cattlemen's Association is in search of an efficient and enthusiastic individual to assist the OCA's Communications Director in a variety of business endeavors including, but not limited to, communications, writing, event planning, and legislative policy opportunities. Beef is the number one commodity in Oregon's agricultural industry and the Oregon Cattlemen's Association strives to represent and be the voice for this industry in the Capitol and nationally.

Possible duties may include the following, please circle the top 3 duties that interest you:

1. Vendor and sponsorship coordination for events
2. Social media marketing and management
3. Mass email communication and design
4. Learning and participating in registration processes
5. Communicating with outside organizations for articles, events, etc.
6. PowerPoint, Excel spreadsheet, & social media content creation
7. Evaluating contracts
8. Program design
9. Emphasizing the "branding" of an event or organization

We are flexible on hours depending on your school schedule but may request that you attend OCA organized events that will be happening during the time frame of your internship. Hotel, travel and meal expenses will be compensated for OCA related events. There is a \$500.00 stipend paid upon the completion of your internship.

This will be excellent experience to add to a resume as it will provide hands on, real life experience as well as to network in one of the nation's biggest agricultural industries. Student's requirements to receive college credits for internship will be discussed prior to starting to ensure all requirements are met. Please attach this form with a 500-750 word letter of intent cover letter, internship form and your current resume.

Name: _____ Email: _____

Phone: _____ Emergency Contact: _____

Emergency Contact Phone: _____ School: _____

Internship Supervisor: _____ Internship Supervisor Email: _____

Intern Signature: _____



Internship Questionnaire:

1. **What is your history with natural resources, agriculture, ranching, etc.?**
2. **Why are you interested in interning specifically with the Oregon Cattlemen's Association?**
3. **Do you have your own means of transportation and are willing to drive to the office and/or Oregon Cattlemen's Association events?**
4. **What do you specifically want to gain out of this internship?**
5. **What is your one-year goal? Ten-year goal? How could this internship benefit you for completing those goals?**
6. **What other pertinent information would you like us to know about you while considering you for this position?**

Facebook URL:

Twitter Handle: @

Instagram Handle: @