Position: Industry Relations and Communications Intern

Department: Industry Relations

Reports To: Specialist, Industry Relations

Start Date: June 3, 2019

End Date: August 30, 2019

Time: Monday through Friday, 8:00 a.m. – 5:00 p.m.

Posting Close Date: March 15, 2019

Position Background:

A large focus of this Almond Board of California (ABC) internship will be to create promotional materials related to industry programs and events, while maintaining focus on providing support for the various industry communications vehicles and special projects. This position will involve tasks such as developing editorial content and assisting with making presentations about the almond industry to local schools. Additionally, this intern will create a short testimonial video about the 2019 Almond Leadership Program, the goal is help encourage young leaders to apply for the program.

This internship exposes an individual to multiple experiences including field events, time spent with outside communications agencies, Almond Board meetings and the ability to work directly with almond industry members. At the conclusion of this internship, the intern will have been exposed and contributed to the Almond Leadership Program, California Almond Sustainability Program, Ag in the Classroom program, The Almond Conference, and industry communications while working on a myriad of projects.

We are eager to identify a young ag or communications student who is motivated, determined, and excited to get hands-on experience and make an impact on ABC’s Industry Relations and Communications department. In turn, we strongly believe this internship offers benefits to both the intern and the Almond Board, while also giving back to the greater agricultural community.

General Responsibilities:

The Almond Board of California is looking for an energetic and capable summer intern to join our industry team. The intern should have the drive to work hard and approach challenges with a sense of humor, common sense, and an instinct to ask questions.
The position will provide the intern with an introduction to project management, content development, leadership development and external and internal communications.

**Job Duties:**

*Industry Relations and Communications Responsibilities – Reports to Rebecca Bailey*

A large focus of this internship will be to create promotional materials related to industry programs and events, such as short videos and print materials for the Almond Leadership Program and The Almond Conference. Additional support for various industry events, content development for communications vehicles and special projects will round out this experience.

- Promotional video development for various industry programs
- Provide logistical support for ABC events including special field days, seminars, workshops and leadership and program events
- Review, audit, and update website content pages, databases and Almond Board digital assets
- Write, edit and/or interview stakeholders for Almond Board blog and/or newsletters
- Present the Almond Story to children through Ag in the Classroom opportunities
- Plan logistics as it relates to The Almond Conference, with an emphasis on identifying opportunities to reach new attendees; create signage template
- Research expanded opportunities for community outreach programs
- Other duties as assigned

**Knowledge of:**

- Authoritative knowledge of English grammar, spelling, punctuation, and accepted elements of writing style
- Principles of effective public speaking including appropriate audio-visual aids
- Basic experience in video editing and familiarity with video editing tools
- Computer applications including Microsoft Outlook, PowerPoint, Word, and Excel

**Qualifications:**

- Currently pursuing or completed a Bachelor’s degree in agriculture, communications or journalism. Preferred emphasis in agriculture sciences or communications
- Involvement and/or familiarity with agriculture; almond industry preferred
- Ability to efficiently coordinate multiple projects and tasks with varying deadlines
- Prepare videos, charts, graphs, PowerPoint presentations, and other audio-visual accompaniments for meetings, presentations, and written materials
- Establishing and maintaining effective working relationships with those contracted in the course of working, including industry representatives and staff members

**Other Requirements:**
• Must possess a valid California driver’s license and have a satisfactory driving record
  Attend and participate in industry related activities outside normal working hours

Physical Characteristics:

The physical abilities involved in the performance of essential duties are:

• Lift up to 30 pounds and manipulate heavier objects using dollies
• Vision sufficient to read handwritten and printed documents and computer screens, speech and hearing sufficient to communicate by phone, in person, and to address groups
• Manual dexterity sufficient to use a variety of office equipment and tools, computer keyboards, and to manipulate papers

For immediate consideration and/or more information regarding this position, please contact Rebecca Bailey at rbailey@almondboard.com.