

The Kansas Soybean Association (KSA) in Topeka, Kansas, has a position opening for a paid, full-time, temporary 2020 summer intern. The internship will likely last from mid-May to mid-August, but slight variations from this can be accommodated. The intern would be considered a temporary employee, and he or she is expected to abide by the intern handbook requirements and all other staff policies. An applicant must be enrolled as a full-time student at a college or university located in Kansas working toward a bachelors degree in journalism, communications, marketing, agriculture, public relations, or business. A general knowledge of agriculture is preferred. The intern must possess writing and editing skills and be highly motivated, organized, and detail-oriented with strong verbal communication skills. He or she will be asked to perform communications and consumer program activities. The intern should be available to work a minimal number of evenings and weekends as the job requires and to travel in Kansas.

Interested applicants may apply by e-mailing or sending their résumés and cover letter by February 17, 2020, to:

Summer Intern
Kansas Soybean Association
1000 SW Red Oaks Place
Topeka, KS 66615-1207
hall@KansasSoybeans.org

EOE, M/F/D/V

Kansas Soybean Association (KSA) 2020 Summer Intern Position Guide

Background Information:

The Summer Intern position is a full-time, temporary, paid position located in Topeka, Kansas lasting from mid-May to Mid-August. KSA works cooperatively with the Kansas Soybean Commission (KSC) to increase profit opportunities for all soybean producers. KSC is responsible for administering the national, federally-legislated research and promotion program at the state (Kansas) level. KSC contracts with KSA for program and administrative functions and works closely with KSA on various activities. The intern would be considered a temporary employee of KSA and is expected to abide by the KSA intern handbook requirements and all other KSA staff policies.

Qualifications:

1. Currently enrolled as a fulltime student at a college or university located in Kansas and working toward a bachelor's degree in journalism, communication, marketing, agriculture, public relations, or business.
2. General knowledge of agriculture preferred.
3. Excellent writing and editing skills.
4. Highly motivated, organized, accurate, and detail oriented with strong verbal communication skills.
5. Experience working with computers, software, and e-mail.
6. Good public relations skills and the ability to work and communicate well with people to ensure effective internal and external relationships.
7. Able to perform consumer program activities of KSC.
8. Available to work some evenings and weekends as job requires.
9. Available to travel in Kansas as job requires, furnishing own vehicle for reimbursement at current federal rate.
10. Able to work simultaneously on multiple projects and programs.
11. Able to work independently under minimal supervision.

General Responsibilities:

Under the supervision of the KSA/KSC Program Manager, Chief Executive Officer (CEO) of KSA who also serves as the Administrator of KSC, and the KSA/KSC Field Services Director, the Summer Intern will implement certain consumer information and producer communications projects.

Specific Duties:

1. Implement KSC's consumer education program and projects, including biodiesel promotional activities, petroleum retailer surveys, and database management.
2. Study and produce Kansas agricultural statistical data report.
3. Perform other duties as assigned.

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1000 SW Red Oaks Place
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EOE, M/F/D/V 12/15/2019