



Job Description

Job Title: Intern - Public Affairs - Agriculture
Department: Public Affairs
Reports To: Director - Public Affairs
Prepared Date: September 2024

SUMMARY: This intern will have the opportunity to build a portfolio with various articles and publications written during the internship experience. They will also assist the Public Affairs department with printed, social, visual, and audio media releases and articles.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *The following duties are representative of those required for this position. All of the duties may not be required, and additional duties may be assigned.*

- Assists with the preparation of news releases, magazine and social media articles, PowerPoints, and a variety of audio and video productions.
- Participates in a variety of special projects.
- Builds a portfolio with various articles and publications written during the internship experience.
- Attends and represents Missouri Farm Bureau at meetings and events that may involve day travel and limited overnight travel.
- Performs other duties as assigned.

EDUCATION and/or EXPERIENCE

Student pursuing a degree in any one or combination of the following areas: Agriculture, English, Journalism, Communications, or Public Relations. Minimum of one year of college courses completed.

QUALIFICATIONS

- Student must have completed at least one year of college and be enrolled in college credits during the semester in which the internship occurs, or be enrolled in college credit hours during the following Fall semester.
- Excellent communication skills, both verbal and written.
- Ability to operate a computer and Microsoft Office software.
- Experience with Adobe Creative Suite programs preferred but not required.

Applications will be accepted through Nov 15

Applicants should apply at MOFB.com – [MOFB Vista XA PROD \(pdsvista.com\)](https://pdsvista.com)