

OABA Intern Job Summary

The Ohio AgriBusiness Association is seeking a driven, responsible intern to join our team. In this position, you will be expected to learn the ins-and-outs of our daily routines and procedures, focus on learning how our organization runs and work to make the association even more successful.

OABA serves its agribusiness members through a robust schedule of educational offerings, legislative and regulatory representation at the state and government level, frequent industry communications, a variety of member services and much more. In addition, OABA is also the administrator of the Ohio Certified Crop Adviser Program, 4R Nutrient Stewardship Certification Program and Ohio Agricultural Council, and develops and produces content and events for these organizations as required.

Intern Duties and Responsibilities

- Assist in developing and delivering core programs and administrative functions
- Manage organization databases: solicit current information from members, input information, data, and records
- Assist in all aspects of event planning including marketing, script writing, printed program development, volunteer recruitment and management, honoree videos and scripting, set up, tear down
- Develop written and oral communications with professionals, including day-to-day communications, member alerts, event reminders, News & Notes stories, event logistic emails, etc.
- Maintain or help develop member collateral for informational and retention purposes, including event post cards or flyers, overview documents, etc.
- Work with the President/CEO to address pertinent legislative or regulatory challenges, including shadowing statehouse visits or meetings
- Schedule legislative visits with state or federal representatives or their aides
- Perform administrative duties as needed, including photocopying, printing, assembling mailings, organizing or shredding documents
- Update and post supervised social media and website content
- Shadow multiple office positions and train in a variety of tasks
- Answer phone inquiries, direct calls, and provide basic company information
- All other duties as assigned

Intern duties and responsibilities are subject to change based upon an intern's skill level, current academic major and interest.

Intern Project

- The OABA student intern is assigned a special project which they will have sole ownership and responsibility for completing – with OABA staff assistance as needed. The goal of the project is to help grow core skills, gain experience and develop a professional portfolio.

Intern Requirements and Qualifications

- High school degree or equivalent;
- Enrolled at an accredited university/college, majoring in an agriculture-related field or have interest in an agriculture-related career after graduation
- Proficient computer skills, including Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint)
- Excellent written and verbal communication skills
- Attention to detail and high level of accuracy
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Ability to prioritize and manage multiple projects
- Must have reliable transportation to the OABA office

Anticipated Average Weekly Commitment

- 12-20 hours per week, conducted within office hours (8:00 a.m. – 5:00 p.m.)
- Association events may require altered hours

Events & Projects

The following represents a general summation of events which the intern may be asked to assist in planning or to attend.

School Year Events (August – May)

- FSR Agronomy College
- Target: Scholarships (Educational Trust)
- OAC Fall Meeting
- Member renewal mailings
- Board ballot mailings (OABA & CCA)
- OABA Industry Conference
- CCA Annual Meeting (CCA)
- D.C. Fly-In – *schedule legislative visits*
- OAC Spring Meeting
- Legislative Reception (*odd years only*)
- LAUNCH
- OABA Member Directory updates & production
- Grain Merchandising (*odd years only*)
- Grain Operations (*even years only*)
- Bowling for Scholarships (Educational Trust)

Summer Events (May – August)

- Grain Grading Schools
- 4R Technology Review Field Day
- Golf for Scholarships – two outings (Educational Trust)
- Hall of Fame Breakfast – (Ohio Agricultural Council)