



---

## Maryland & Virginia

Milk Producers Cooperative Association, Inc.

### Job Description

**Job Title:** Communications Intern  
**Department:** Communications

If interested submit resume to: [mdvajobs@mdvamilk.com](mailto:mdvajobs@mdvamilk.com)

#### SUMMARY

The Communications Intern will have an active learning role in the world of corporate communications. The Intern will provide overall support to the Communications Department by writing content, developing graphics, event planning, marketing and other duties as assigned.

**Location:** Reston, Virginia

#### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Write articles, take photographs, capture and edit video for the cooperative's publications, websites and social media properties.
- Assist the Member Communication Specialist with event planning and fulfillment of the cooperative's Young Cooperator Summer Break, and advance planning for District Meetings and the Annual Membership Meeting.
- Assist the Digital Marketing Specialist with monitoring, updating and responding to the organization's websites and social media assets including Facebook, Twitter and YouTube.
- Proofread all communication materials before they are distributed or published.
- Work with administrative support team to organize and inventory the cooperative's promotional marketing materials for meeting sponsorships and product donations. Advise when inventories are low and help plan future promotional marketing material needs for upcoming events.
- Ability to travel with some overnight travel required. The travel area will range from North Carolina to Pennsylvania.
- Other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibility.

#### EDUCATION and/or EXPERIENCE

Pursuing a bachelor's degree from a four-year college or university in communications, journalism, public relations or other major is preferred; basic knowledge of and appreciation for the dairy industry.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The skills and abilities listed below are representative of the knowledge, skills, and/or abilities required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SKILLS AND ABILITIES**

Detail oriented, highly organized, strong communication skills, team worker, good writing and excellent computer skills (Adobe Creative Suite, Word, Power Point, Excel).

Ability to establish and maintain effective working relationships with co-workers, dairy employees, and the general public.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license required.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

The noise level in the work environment is usually moderate consistent with office machine noise, etc.

**Key Words:**

Communications, Intern, Dairy, Writing

**EOE M/F/V/D**