

Illinois FFA Center 2017 Summer Intern Position

Job Summary:

This position is to provide assistance and support for the activities of the Illinois FFA Center including but not limited to the Illinois Association FFA, Illinois Foundation FFA, Illinois Association of Vocational Agriculture Teachers (IAVAT), Post-Secondary Agriculture Student Organization (PAS), Illinois Association of Community College Agriculture Instructors (IACCAI) and Illinois FFA Alumni.

Essential Functions:

- Perform the mental and physical demands of the position
- Dependable attendance and punctuality
- Team player with the ability to work, independently in a frequently changing environment
- Excellent interpersonal, listening, written, and verbal communication skills
- Interact and work with a diverse group of internal/external people
- Effectively prioritize, organize, use time-management skills and be adept at multi-tasking
- Maintain confidentiality

Application Process:

Summer Intern applicants must submit the following to the Illinois FFA Center Business Manager no later than Thursday, December 1, 2016:

- Cover Letter
- Current resume
- 3 References including name, business/company, title, phone number and email address

Mail information to: Illinois FFA Center, 3221 Northfield Drive, Springfield, IL 62702

Email information to: arochkes@illinoisffa.org

A phone interview for the summer intern position will be held with the Illinois FFA Center Executive Staff on Thursday, December 8, 2016.

Responsibilities include assisting with:

- State FFA Convention
- Career Development Events
- Ag Communications Summit
- Agri-Science Fair
- FFA Scrapbook Contest
- Farm Credit Services Media Room
- “We are FFA Room”
- IAVAT Conference
- Illinois FFA Leadership Camp
- Illinois FFA Barnyard at the Illinois State Fair
- All other activities in the FFA Center

Supervision:

The summer intern will report to the Business Manager and Illinois FFA Center Executive Staff. The Business Manager is responsible for supervision, performance review and disciplinary actions with input from the Illinois FFA Center Executive Staff.

Work Schedule & Compensation:

- The position is a 14 week position to begin Monday, May 15, 2017 and end on Friday, August 18, 2017. The start and end timeframe is flexible upon mutual agreement.
- The summer intern is expected to work a 4-5 day a week, working 25-30 hours per week.
- The summer intern will be compensated \$3,000 on a bi-weekly pay schedule. Any out of pocket expenses incurred by the summer intern for things related to the position will be reimbursed by the Illinois FFA Center.
- The summer intern is encouraged to use the company vehicle but on occasion may have to use their personal vehicle. Mileage will be reimbursed at \$0.45 per mile.