



TEXAS BEEF COUNCIL

## Ag Communications Intern Texas Beef Council

Summer 2024

### SUMMARY

The Ag Communications Intern will assist in the development and execution of programs aimed at communicating the role of the Beef Checkoff in Texas. This role primarily educates and engages Texas producers through communication mediums and contributes to Industry Relations programming.

- Full-time employee with hourly compensation
- Flexible work location
- Frequent in-state travel required

### ESSENTIAL FUNCTIONS

***An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all the tasks the employee may be expected to perform.***

- Assist with the development and execution of producer communications, including researching, designing, and writing materials for press releases, social media, newsletters, brochures, speeches, etc.
- Attend producer meetings and events, representing TBC by proactively networking and sharing information with attendees.
- Assist with the development and implementation of beef production education and advocacy programming.
- Assist with fulfilling requests from AgriLife Extension, Educators, and Texas CattleWomen.
- Assist with program budget tracking and program evaluations.
- Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

- EDUCATION - Minimum of 3 years completed of a Bachelor's in agriculture communications or similar agricultural degree program.
- SKILLS - Must be able to communicate effectively with all levels of company and industry representatives, verbally and in writing. Must be able to conduct presentations and speak on behalf of TBC. Must be a team player, detail-oriented, adaptable, and self-directed. An understanding of the beef industry is strongly preferred. Excellent writing, planning, communication, and interpersonal skills. Ability to perform well under pressure. A high degree of loyalty, dedication, and commitment to TBC and the beef industry are essential.
- EQUIPMENT - Access to a computer with reliable internet.

### CORE COMPETENCIES

**Adaptability & Resilience** - Demonstrating energy and passion for work. Maintaining stable performance and composure under pressure. Turning difficulties and setbacks into opportunities for learning. Adapting quickly and resourcefully to change and competing or shifting priorities.

**Building Trust & Partnerships** - Interacting with others in a way that gives them confidence in one's intentions and those of the organization. Identifying opportunities and taking action to build trusting and strategic relationships (internal and external) to help achieve business goals.

**Communication** - Clearly and succinctly conveying information and ideas through a variety of media. Communicating in a focused and compelling way that engages others and helps them understand and retain the message.

**Courage** - Proactively confronting difficult issues. Seeking out those who can help solve a problem. Dealing openly and honestly with others and tolerating nothing less in return.

**Decision Making** - Identifying and understanding issues, problems, and opportunities. Comparing data from different sources to draw conclusions. Using effective approaches for choosing a course of action. Taking action that is consistent with available facts, constraints, and probable consequences.

**Driving for Excellence** - Setting high goals for personal and group accomplishment. Using measurement methods to monitor progress toward goals. Tenaciously working to meet or exceed challenging goals. Celebrating achievement and continuous improvement.

**Value Diversity** - Recognizing and utilizing the talents, contributions, insights, and skills of people from diverse backgrounds, cultures, and generations. Projecting a sincere appreciation and respect for others' needs, styles, perspectives, goals, and individuality.

**Work Standards** - Practicing good organizational stewardship and setting high personal standards for quality of work. Assuming responsibility and accountability for job duties and actively demonstrating respect for the work of others in the organization.

## PHYSICAL REQUIREMENTS

- Viewing of a computer screen for extended periods with hand/wrist manipulation to operate a keyboard.
- Ability to drive a vehicle, possess a valid driver's license and have an acceptable driving record that meets TBC's insurance requirements.

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## COMPANY DESCRIPTION

TBC is a mission-driven organization proudly representing Texas cattle producers across the state and working to educate and inspire people to gather around the table over a shared love of beef.

Our core values are:

**Passion:** We are passionate about beef and committed to the work we believe we are fortunate to do.

**Empowerment:** We empower ourselves and others by sharing knowledge, responsibility, and ownership of outcomes.

**Trust:** We pursue trusted relationships built on integrity, accountability, and collaboration.

TBC offers full-time employees a competitive compensation and benefits package and a flexible and collaborative work environment. Our office, located on 17 beautiful acres in NW Austin, is an inviting ranch-style building with a top-notch kitchen and event space designed for beef promotion and education. If you love beef and value a work environment that is passionate, caring, rewarding, fun, inspiring, and fulfilling, look no further than TBC.

Submit a resume and cover letter to [resumes@txbeef.org](mailto:resumes@txbeef.org).