



## **Job Description- Livestock Intern (seasonal)**

**Reports To:** Livestock Manager

### **Description**

The American Royal Association is seeking one individual to serve as a Livestock Intern. The main responsibilities for this position are executing livestock office functions. This is a paid, seasonal position. The intern position requires the ability to work evenings and weekends as needed. This role will be 40 hours most weeks and will require overtime during the Livestock Show.

*Intern: August 8th- November 27<sup>th</sup>*

### **Responsibilities**

- DNA Order Processing and DNA Data Entry
- Livestock Show Data Entry
- General customer service including telephone calls, emails, messages
- Proof and sort awards
- Prepare Livestock Show results
- Assist Livestock Manager with day of show demands
- Other duties as assigned

### **Qualifications**

- Four year college degree or pursuing a four year college degree is preferred
  - Comparable work experience may be substituted
- Knowledge of Microsoft Office
- Livestock knowledge preferred
- Ability to work a flexible schedule, including frequent evening and weekend hours, as well as some overtime hours during events

### **Characteristics**

- Exceptional organizational skills
- Outstanding customer service
- Strong interpersonal skills and leadership skills; capable of working with and setting priorities among stakeholders, volunteers, and others while promoting the overall interests of the American Royal
- Excellent work ethic
- Initiative
- Great attention to detail
- Creative problem solving



- Strong communication skills, and ability to work well with a small staff, as well as with a dedicated group of volunteers
- Ability to complete occasional physical tasks such as lifting and carrying required

**Physical Demands**

- Normal office/trade show demands
- Able to work in livestock barns when needed
- Able to lift 25 lbs.

Review of applications will begin immediately. Resumes will be accepted until the position is filled. Please send cover letter and resume to [AllyssaK@AmericanRoyal.com](mailto:AllyssaK@AmericanRoyal.com).