



Ayrshire Breeders' Association

1224 ALTON DARBY CREEK RD., SUITE B, COLUMBUS, OHIO 43228
PHONE: (614) 335-0020 • FAX: (614) 335-0023
E-MAIL: INFO@USAYRSHIRE.COM • WEB: WWW.USAYRSHIRE.COM

The Susan Edwards Ayrshire Summer Intern

Duration: 10-12 weeks depending on intern availability
Full-time position: 40 hours per week
Location: Ayrshire Breeders' Association office, Columbus, OH
Compensation: Hourly
Transportation: Must provide own transportation
Housing: Responsibility of intern (we will offer suggestions when possible)
Application Deadline: April 10, 2023

Responsibilities:

- Assist with production of Ayrshire promotional materials for web and printed distribution to breeders and at dairy events
- Assist with writing copy for breed publication
- Work with the processing of registration and transfer applications to maintain ABA records and database and issue registration certificates
- Perform clerical duties – photocopying, mailing, filing, etc.
- Perform other tasks as assigned by supervisor

Qualifications:

- Strong interest and/or background in agriculture
- Studies in communications, dairy or animal science, or in a related field of study
- Computer skills – Microsoft Office programs, Adobe Indesign and Photoshop program experience a plus
- Strong writing skills
- Detail oriented

Application requirements:

- Cover letter including future goals and career aspirations
- Resume including education, previous work experience, skills and other qualifications
- List of three references with contact information
- Application deadline – April 10, 2023. Email applications to bpayne@usayrshire.com or mail to 1224 Alton Darby Creek Road, Columbus, OH 43228

**A special thanks to Susan Edwards of West Grove, PA
for her financial support of the Ayrshire Intern Program*