



Title: Communications Intern (paid)	Date Reviewed: April 2023
Supervisor & Title: Victoria Broehm, AFIA Senior Director of Communications	
Date in Position: Fall 2023 Semester	Location: Arlington, VA (preferred); Remote work negotiable

Position Summary:

The communications intern will support the American Feed Industry Association's (AFIA) communications team with drafting and editing content for distribution to members and other target audiences via AFIA and Institute for Feed Education and Research (IFEEDER) email marketing blasts, newsletters, blog, news releases, website, social media and more. The intern will also be responsible for completing select long-term communications projects that will assist the AFIA in achieving its mission.

Position Responsibilities:

- Write, edit and/or send: daily [event](#) and product marketing emails, content for the AFIA FeedGram weekly member newsletter, posts for the [AFIA Feed Bites blog](#) and biweekly newsletter, the [annual AFIA state of the industry print report](#), new webpage content for AFIA's and IFEEDER's websites, [news releases](#), event moderator notes and other conference materials, IFEEDER products, and more.
- Develop and post social media content (e.g., #FeedFacts graphics, tweets, posts) and other multimedia content for use on AFIA's social channels and on the website. Create member social media toolkits as necessary.
- Assist with gathering information for AFIA's crisis preparedness team and tracking key topics via AFIA's news and social media monitoring tool, Meltwater.
- Proof materials (e.g., congressional or regulatory letters, presentations) for staff as necessary.
- Upload and properly tag photos for AFIA's photo database.
- Update existing AFIA infographics with the latest data and branding.
- Assist with minor video work (e.g., reviewing B-roll, creating Bitable marketing videos).
- Support database cleanup and other minor administrative work for the organization.

Knowledge and Experience:

- Pursuing a bachelor's degree in agricultural communications, communications, journalism or a related field. Previous intern or work experience required. Previous experience in the agriculture or feed/pet food industries a plus.
- Strong writing and editing skills with a working knowledge of AP Style. Detail oriented.
- Self-motivated; capable of managing time well with the ability to complete tasks on time and with minimal supervision.
- Proven customer relations skills or experience working in a member-driven organization.
- Familiarity with Microsoft Office programs (i.e., Word, Outlook, PowerPoint, Excel and Teams).
- Preferred familiarity with online marketing platforms (e.g., Informz); and posting to websites (e.g., WordPress, Mura CMS), blogs and social media.
- Familiarity with graphic design software (e.g., Adobe InDesign and Adobe Illustrator) and video editing programs (e.g., Bitable, Premiere Pro) desired.

- Should the position be remote, the candidate must be able to supply their own technology (e.g., laptop, phone and Wi-Fi).
- Possible travel.

To Apply:

Email a short cover letter, one-page resume and three writing and social media work samples to Victoria Broehm (vbroehm@afia.org) with the subject line, “Application - Fall AFIA Communications Intern” by **June 30, 2023**.