



# Cooperative Communicators Association Institute Communications/Event Management Internship Application

College students studying agricultural communications, public relations, journalism or a related field can earn communications and event management experience during the 2010 CCA Institute, June 12-15, 2010, in Minneapolis, Minn. **Apply by April 23, 2010**, for this opportunity.

The Cooperative Communicators Association (CCA) is an organization of professionals who communicate for cooperatives. The organization works toward helping members excel in communications - from writing, photography and editing to video, layout and design. Just as important, it emphasizes ideas and strategies aimed at making communications more successful for cooperatives.

This year's annual Institute is designed to provide members with opportunities to hear from leading speakers on everything from creativity and photography to crisis communications and corporate giving to the new news cycle. <http://www.coopcommunicators.org/10Institute/index.htm>

Here's what selected interns will receive:

- Expense-paid trip, including travel, lodging, meals and meeting registration, to the annual CCA Institute
- Short-term opportunity to gain long-term skills in writing, editing, photography/videography, member relations or event management
- Resume-worthy experience in areas of communications and event management
- Experience working alongside professionals to plan and execute the logistics of a professional communications conference
- Opportunity to hone writing and editing skills under the supervision of veteran communicators
- Opportunity to develop social and professional relationships with communications professionals
- Opportunity to attend professional-level workshops focused on developing skills that address real-world communications issues and challenges

**Contact:** [CCA@communicators.coop](mailto:CCA@communicators.coop) **Subject: CCA Intern Application**

**OR**

**Attn:** CCA Business Office  
174 Crestview Dr.,  
Bellefonte, PA 16823  
Phone: 877-326-5994

If mailed, applications **must be received by April 23, 2010**.

## **OPPORTUNITIES INCLUDE:**

### **Communications**

- Research, conduct interviews and write feature stories for [www.communicators.coop](http://www.communicators.coop), the official Web site of the CCA and the association newsletter
- Solicit, review and edit content for posting on CCA Web site and social media outlets
- Prepare and distribute news releases
- Serve as a photographer/videographer during education sessions and at social gatherings during the Institute

### **Event Management**

- Assist the association's Institute Host Committee with meeting logistics planning and execution.
- Assist with audio visual setups during Institute sessions
- Staff conference registration desk
- Other duties as assigned by the Institute chair

Please complete the Internship application on page 2

## INTERNSHIP APPLICATION

Name \_\_\_\_\_ Age \_\_\_\_\_ Class year \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Major \_\_\_\_\_

State/Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

List communications background, including classes taken and any internships or professional experience:

---

---

---

Can you arrive in Minneapolis by Friday, June 11, for the CCA Institute?

(Check)  Yes  No If not, when could you arrive? \_\_\_\_\_

We will try to put you to work where your skills can be best used. Please rank your preferred areas of responsibility with (1) being the highest.

News reporting & writing     Editing/proofing     Photography

Event management     Web site     Feature writing

Please include a resume, writing/photography/work samples and two letters of reference.

**Submit application and supporting materials to:**  
[CCA@communicators.coop](mailto:CCA@communicators.coop) **Subject: CCA Intern Application**

**OR**

**Attn:** CCA Business Office  
174 Crestview Dr.,  
Bellefonte, PA 16823  
Phone: 877-326-5994

If mailed, applications **must be received by April 23, 2010.**