



9696 E. Hwy 21, Ste 200 ■ Bryan, TX 77808
(979) 846-9011

Summer Convention Internship Policies

Southwest Meat Association is currently seeking an intern during summer 2024 for the 68th Annual Convention & Suppliers' Showcase. The internship will primarily take place at the SMA office in Bryan, TX, except for traveling to the convention in Round Rock, TX, July 24th-27th.

SMA Overview:

The Southwest Meat Association was founded in 1957 by a group of Texas meat packers who came together to form an organization that would unite packers/processors with the goal of promoting goodwill, friendship, education, legislation, and better labor relations within the meat industry. The association was formally incorporated as the Texas Independent Meat Packers Association and has evolved through several names into the association it is today. SMA provides information and assistance to packer and processor members across the country, with a scope far exceeding that with which SMA was founded. While our industry operates in an unprecedented regulatory environment, it is increasingly important to establish links with companies of similar interests, and working together, influence positive public policy and promote business growth for the mutual benefit of all members.

Internship Overview:

The convention intern will perform under the direction of the CEO, Joe Harris, and other SMA employees. This internship will give a hands-on experience in every aspect of event management. The internship also presents a unique opportunity for the student to interact with numerous executives and managers in the meat & poultry industry. Prior to the event the intern will focus on administrative duties, planning, and logistics. During the event, the intern will focus and assist with event registration and continue to help coordinate the event.

Responsibilities:

The internship responsibilities include the following, but not limited to:

- Assisting with all things related to grounds, logistics, event registration, food, golf tournament, live & silent auction, and coordinating speakers.
- Assist with creating social media content.
- Create graphics for print.
- Research marketing strategies and opportunities.
- Document event with pictures for social media content.
- Oversee convention student workers.
- Perform a variety of administration duties and additional tasks as assigned.

Schedule:

The internship will begin at the conclusion of 2024 spring semester. The exact start date is tentative and will be determined by the intern and SMA staff. The internship will last approximately 13 weeks and will conclude approximately 2 weeks following the convention. Schedule is adjustable as needed to obtain school credit. The intern **must** be present throughout the convention, July 24th - 27th in Round Rock, TX. Intern will be housed at the resort during the convention, paid for by SMA.



9696 E. Hwy 21, Ste 200 ■ Bryan, TX 77808
(979) 846-9011

Work Environment:

Intern will work from the SMA office in Bryan, TX for most of the position. Attire during normal working hours at the office will be business casual. Intern must wear professional business attire during the convention, unless otherwise noted.

Requirements:

- Demonstrate strong interpersonal skills, be detail oriented, professional, and creative.
- Be able to solve problems efficiently and effectively; have knowledge of conflict resolution.
- Ability to follow instructions, ask questions, and exercise good judgement.
- Exceptional phone etiquette, writing, editing, and proof-reading skills.
- Excellent organization and time management skills.
- Have reliable transportation.

Education & Experience:

- Student in pursuit of a degree related to Animal Science, Meat Science, Food Science, Agricultural Communications, and/or Agricultural Marketing.
- Working knowledge of Microsoft Office; Canva experience is a plus.
- Interest in the meat industry.

* Housing is not provided by SMA. Room and board are only provided by SMA during the convention.

Contact Information:

Please complete the application at [2024 SMA Internship Application | Southwest Meat Association](#). Contact Lacy Bates if you have any questions.

Incomplete submissions will not be considered.

Deadline to submit resume and cover letter is Sunday, March 31st at 11:59pm CST.

Lacy Bates
Membership Development Manager
Southwest Meat Association
Lacy@southwestmeat.org
(979) 255-2531