



FRONTIER

COOPERATIVE

Frontier Cooperative – Internship Program

Classification	Cooperative Leadership Intern	Position Type	Internship
Division	Admin / Leadership	OT status	Non-Exempt
Location	Lincoln, Nebraska	Revised Date	January 2021
<i>CLASSIFICATION PURPOSE</i>			
<p>At Frontier Cooperative, our vision is “Leading the way to develop generational success.” Due to our unique structure, we benefit from having farmers as customers, employees, neighbors, family members, friends, board members, owners, and residents of the communities we serve. We feel that farmers and the cooperative system are special, and we strive to be the model for what the future of agricultural cooperatives look like for future generations. We also feel it’s crucial to set the example for how to successfully bring multiple (vastly different) generations together, facilitating conversations, providing resources, promoting growth and advocating for change.</p> <p>That is a big vision, where would an organization even start on something like that? It begins by creating opportunities, which is one of our Core Values at Frontier Cooperative. Our Internship Program is designed to do exactly that. It’s an opportunity for a student to learn and experience our business units and understand why each is necessary for Frontier to be successful.</p>			
<i>OPPORTUNITY</i>			
<p>Cooperative Leadership Internship Objective: The primary role will be to support Frontier Cooperative Senior Leadership Team and activities which represent Frontier Cooperative. The Cooperative Leadership Intern will work closely with the members of the Senior Leadership Team on strategy and support the business units to help build and maintain a strong and consistent customer experience for Frontier Cooperative owners. The selected candidate will assist the CEO and Senior Leadership Team with the annual board retreat. This would be an opportunity to work with each member of the SLT, as they prepare their presentations. He or she will develop and create ideas that promote Frontier Cooperative and align with the company’s culture and Mission, Vision, and Core Values. This person will have several opportunities to shadow members of Frontier Coop’s leadership team. This position requires time spent working on financial analysis, inventory reporting, product forecasting, grain logistic strategies, operations strategies, and customer experience strategies. This role may advise and work closely with Frontier’s Leadership to seek opportunities to enhance the overall Frontier Experience. As a Cooperative Leadership Intern, the candidate will have the opportunity to learn in depth about Frontier Cooperative’s overall business.</p> <p>An internship at Frontier Cooperative will provide a full and realistic view of the work involved in a career in agriculture, specifically at a coop. Our program integrates learning and experiences with practical application and skill development in the workplace. Interns will be provided with a mentor and opportunities in self-leadership training and various workshops when available. Additionally, each intern will identify a project to focus on during his or her time at Frontier, which will be presented to the Senior Leadership Team.</p>			

SKILLS, ABILITIES, AND QUALIFICATIONS

- An interest in the Agricultural Industry
- Assistance in working with board of directors
- Excellent communication skills, as well as strong project management skills, organizational, multi-tasking, and time management skills
- Experience with productivity and collaboration software such as Office 365, as well as knowledge of MS PowerPoint and Excel
- Interest in business strategy and development (i.e. research, analytics, planning, etc.)
- Ability to create and manage business itineraries and meeting agendas
- Ability to conduct and present research and analytics
- Communicating projects and updates with the Frontier CEO and Senior Leadership Team
- Collecting grower feedback on their experiences with Frontier Coop
- Creating opportunities to improve the Frontier Experience
- Experience or interest in asking for feedback from Frontier employees and customers
- Courses taken, knowledge of, background experience, or interest with any of the following: Sales, Marketing, Communications, Advertising, Business, Leadership, Economics, Accounting, Agronomy, Animal Science
- Ability to collaborate with a team, as well as work on projects solo
- Previously involved with FFA or 4-H is desirable, but not a necessity
- Experience or involvement with public relations activities, community organizations/projects, youth and educational events and opportunities
- A willingness to spend time learning about the cooperative system and each of the business units of Frontier Cooperative
- Flexibility to work outside of regular office hour if necessary or when possible
- The ability to work in a professional office environment
- Valid Driver's License and ability to travel within our business footprint
- Ability to adjust to multiple demands, shift priorities, ambiguity, adversity, and constant change

PHYSICAL DEMANDS

These physical demands are representative of the physical requirements necessary for an intern to successfully perform the essential functions in the assigned business unit/role. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions. While performing the duties, an intern must have the ability to regularly use arms, hands, and fingers to handle, feel, reach, grasp, turn, lift, move, twist or bend. This position frequently requires the ability to sit for long period of time and occasionally stand, walk, balance, stoop, kneel, or crouch. Depending on the business unit, an intern may need to occasionally lift and/or move between 50 to 75 pounds, frequently lift and/or move between 10-50 pounds.

WORK ENVIRONMENT

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the intern will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job. While performing the duties of this job, this position may be exposed to moving mechanic parts, dirt, dust, wet, dry, hot, and cold weather conditions. In addition, the intern may have the opportunity to observe work in high precarious places, closed in surroundings, and/or with fertilizers and chemicals. The noise level in the work environment is usually low to moderate levels.