



# FRONTIER

COOPERATIVE

## Frontier Cooperative – Internship Program

<b>Classification</b>	<b>Grain Marketing Advisor Intern</b>	<b>Position Type</b>	<b>Internship</b>
<b>Division</b>	<b>Grain</b>	<b>OT status</b>	<b>Non-Exempt</b>
<b>Location</b>	<b>Syracuse OR Ceresco - Nebraska</b>	<b>Revised Date</b>	<b>January 2021</b>
<b><i>CLASSIFICATION PURPOSE</i></b>			
<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>			
<b><i>OPPORTUNITY</i></b>			
<p><b>Grain Marketing Internship Objective:</b> This role will support the Grain Marketing Advisor Team, the Grain Merchandising Team, and Grain Accounting staff throughout Frontier Cooperative. The Grain Marketing Intern will work closely with the Grain Marketing Advisors and will learn all aspects of the grain business through hands-on customer interactions and customer support activities. The selected candidate will assist the Merchandising and Grain Accounting teams with record keeping and reporting. He or she will also work with the Digital Transformation (IT) team to provide support to employees and customers with Frontier Cooperative’s mobile app. The selected candidate will also work with Frontier Cooperative Financial Controllers assisting them with data analysis and reports critical to the Grain Department. This position requires time spent interacting with customers and the Grain Marketing Advisors. Time will also be spent using accounting and record keeping products, as well as building grain marketing plans utilizing software including, but not limited to: Microsoft Outlook, Word, Excel, grain accounting software specific to Frontier Cooperative, and web-supported mobile apps specific to Frontier Cooperative (training to be provided for the platforms specific to Frontier Cooperative). This role will work closely with Frontier’s Marketing Department in areas of community outreach programs and involvement, including community organizations, youth groups, 4-H, FFA, schools, etc. that fall in Frontier Coop’s footprint. As a Grain Marketing Intern, the candidate will have the opportunity to learn about Frontier Cooperative’s other business units and how they work together.</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
- Experience using Microsoft Office tools
- Excellent communication skills and attention to detail
- Willing to learn and adapt to change
- Courses taken, knowledge of, background experience, or interest with any of the following: Agricultural-related, Sales, Marketing, Economics, Accounting, Finance, Statistics, Psychology, Operational Management, Supply Chain Management, and/or General Management
- Organizational skills, multi-tasking skills, 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 is desirable, but not a necessity
- 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 hours 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
- Organizational and time management skills
- Ability to adjust to multiple demands, shifting 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.