



Corporate Headquarters
21st Century Grain Processing
4800 Main Street, Suite 501
Kansas City, Missouri 64112
Phone 816.994.7600
www.21stcenturygrain.com

Position Description: Marketing Intern
Reports to: Director of Marketing
Compensation: TBD

Job Description: Summer Internship

A terrific opportunity to gain real world experience in marketing with one of the leading grain companies in the food industry. Join an entrepreneurial industry leader in oats, wheat, corn and coated grain processing. This position requires someone who thrives on opportunity and is willing to do necessary tasks as required to learn about marketing and food ingredients.

Overall Accountability:

Assist Marketing Director with all marketing activities designed to achieve expected company results on time and on budget to fulfill the corporate mission and objectives.

Specific Accountabilities:

1. Assist with management of the company Customer Relationship Management (CRM) system
 - a. Input data from trade shows, business cards and other sources
 - b. Make adjustments as needed with the system to provide improved efficiency and team use
 - c. Coordinate efforts with vendor associates and IT department
 - d. Assist all team members with additional training as needed
2. Assist with preparation of shipments for trade shows
 - a. Activities include packaging and coordination and creative input
3. Assist with efforts with third party marketing firm
4. General duties include supporting execution of company's marketing strategies to establish and maintain the company's presence which may include:
 - a. Web support
 - b. Assisting with email or marketing mailings
 - c. Development of print collateral
 - d. Creative input on marketing initiatives
5. Work with all members of the company in a positive, respectful, and collaborative manner, especially sales, finance, and operations.

Minimum Requirements:

1. College experience with preferred coursework in Food Science or Ag, Marketing and Business.
2. Must be a team player and possess a positive attitude.
3. Ability to work independently, accurately and efficiently on time-sensitive projects
4. Excellent verbal and written communication
5. Proficient in all aspects of Microsoft Office and Adobe Acrobat
6. Highly organized and detail-oriented individual