



Communications and Administrative Internship with the California Apple Commission

WHO WE ARE

The California Apple Commission (CAC) is a government entity of California with oversight by the California Department of Food and Agriculture (CDFA). CAC holds contracts and manages other organizations in the office. In total, the staff of the CAC oversees the following commodities: apples, blueberries, table olives, olive oil, wild rice, and table grapes (pest and disease only). Projects in this association management style of an office include domestic and international marketing, policy, research, inspection, and grade and standards. This internship program is exposed to several California commodities and multiple aspects of the agricultural industry.

POSITION DESCRIPTION:

We are looking to bring on a new team member to provide a mutually beneficial internship that provides students the opportunity to develop: relationships in the industry and agriculture broadly; build leadership skills; offer experiential learning; connect students to careers; and bring CAC into the present and look toward the future of California agriculture.

The CAC is seeking to hire a paid intern with an anticipated start date of August 18, 2025. College sophomores and juniors who are passionate about the California agriculture industry are encouraged to apply. The work requirement is 15 hours per week, with flexible scheduling to accommodate class schedules. Qualified applicants will be invited to an in-person interview, which will take place at the beginning of August; dates are to be determined. The California Apple Commission Internship program is a paid opportunity at \$17/hour. Please note that this internship is an in-office position, located in Clovis, California.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- **Social Media:** Maintain organizations' social media platforms; develop social media content adhering to brand guidelines and schedule content posts
 - Content calendars; design campaigns including graphics, video, and print materials
 - Meta Business Suite, Weebly, WordPress, Instagram, LinkedIn, etc.
- **Branding:** Create a brand guide, develop key messaging based on the organization's mission
- **Website:** Conduct general updates; develop graphics, video, resources, fact sheets, and other materials to support the message of CAC and others within the management portfolio

- **Government Affairs:** Create policy briefings, develop a guide to legislative sessions, support lobbying efforts, schedule congressional meetings for Commission Directors
- **Crisis Communication Plan:** Help develop a communications plan
- **Internal Resources:** Develop tools and resources to support the internal structure of CAC, including an internship guide
- **Grant Programs:** Support the development of grant proposals, monitor program activity to achieve deliverables, and explore additional grant funding opportunities
- **Administrative Tasks:** Assist in daily activities to support office administration tasks for all managed organizations
 - Organizing and creating packets for board and committee meetings
 - Develop, organize, and publish the commission's annual reports
 - Maintain commodity destination records
 - Develop and publish bi-monthly commission newsletters

EXPERIENTIAL LEARNING

Interns may have the opportunity for on-site visits with growers, legislators, CAC meetings, and other meetings as appropriate and depending on the agreed-upon internship structure.

MENTORSHIP

Intern will meet with the CAC Executive Director and Director of Technical Affairs and Operations on a regular basis as agreed upon. Staff will support the professional development of the intern by providing feedback.

INTERNSHIP TIMEFRAME

Internship will be structured on a Fresno State semester. The internship may be extended pending performance.

IMPORTANT - PLEASE READ: This is a PAID INTERNSHIP. It can be used for an academic internship course. If you are seeking to utilize this internship for academic credit, you must contact the appropriate faculty member in your academic department for approval before starting the internship. You can also contact Claudia Ceja, University Internship Coordinator, at cceja@csufresno.edu or your college's Internship Coordinator for more details about the steps required to obtain academic credit for internship experiences.