



## 2020 WRCA Summer Internship

### Summary

The WRCA internship will offer the opportunity to see all aspects of association management and event planning. Qualified candidates will be challenged to assist WRCA staff in the daily activities of the organization. This position is located at WRCA's headquarters in Amarillo, Texas, and travel to specific events might or might not be part of the internship.

### Responsibilities Could Include:

- Write and disseminate press releases and news releases
- Assist with WRCA's presence on Facebook, Twitter and Instagram
- Create email blasts for association marketing
- Coordinate event results for web and social posts
- Assist in marketing WRCA apparel
- Maintain list of media contacts
- Develop and/or update various marketing material
- Help plan and coordinate special events that promote WRCA and related activities
- Assist with planning the WRCA World Championship Ranch Rodeo

### Internship Timeline

Summer Internship (May-August)  
Application Due March 20

Return Application to:

WRCA Internship  
408 SW 7<sup>th</sup> Ave  
Amarillo, TX 79101  
wrca@wrca.org



**2020 WRCA Summer Internship  
Application**

**Personal Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Education and Training**

Name of School(s):

\_\_\_\_\_

Years Completed:

- One       Two       Three       Four       More

Degree: \_\_\_\_\_

Will you be taking college courses during the internship period?  No     Yes, how many hrs? \_\_\_\_\_

Are there days of the week that you would unavailable?  No     Yes, please explain below

Why do you want to intern with WRCA?

What are your goals after graduation?

Skills: Please describe your skills and abilities that qualify you for this position.

Work Experience: Provide all company names, contact information, dates and duties. (Use additional page if necessary)