



Human Resource and Safety Intern

Since 1921, First District Association has been a grassroots, member-owned dairy cooperative located in Litchfield, Minnesota. Every day we focus on creating a sustainable market for dairy products and allow our family farms to prosper in the time honored Midwest dairy traditions.

First District Association is searching for a driven, self-starting, creative individual to assist in our company's Human Resource and Safety efforts. He/she will have the opportunity to perform task assessments and job hazards assessments, write standard operating procedures (SOP), develop detailed job descriptions, and assist with hiring processes.

Key Responsibilities:

- Observe job performance and document series of steps or tasks.
- Identify and document potential hazards in each step or task.
- Assess job ergonomics and work environment.
- Develop job descriptions which clearly define job duties, qualifications, physical requirements and environmental conditions.
- Assist with recruitment, interviewing, and onboarding processes.
- Other duties as assigned.

Minimum Qualifications:

- At least one year post H.S., pursuing a career in Human Resource Management, Occupational Safety, or Business Degree.
- Strong oral and written communication skills.
- Ability to manage multiple priorities at the same time and strong organization skills.
- Microsoft Suite experience
- Technical Writing skills
- Analytical skills

Our Human Resource team is located at our Litchfield, MN location; some remote work may be available. The position will average 40 hours a week during June, July and August 2025. This is an hourly paid position.

Please submit your resume, cover letter, and two references to C2@firstdistrict.com by November 15, 2024, to be considered. Interviews will be conducted after application deadline.