



Intern

Matson Consulting, LLC is seeking an office intern to assist with document formation and research.

Company Information:

For nearly 15 years, Matson Consulting has excelled in its mission of offering business expertise that enables rural business to succeed. We have worked within a broad spectrum of rural industries and with hundreds of entities to provide valuable analysis in the creation studies, plans, and reports. Over the years, our main focus has been the creation of feasibility studies and business plans for agricultural value added and local food ventures. As the business has grown, we have extended our reach to include other businesses and significant work with development centers and local governments. For more information, please visit: www.matsonconsult.com.

Responsibilities:

The intern will assist the Matson Consulting in developing and maintaining documents and materials, such as grants, business plans, feasibility studies, marketing plans, or other documents as needed. Everyday responsibilities may include:

- Conducting agricultural industry research
- Illustrating data graphically and translating findings into written text
- Organizing presentations for conferences and workshops
- Communicating effectively with clients, industry experts, and office personnel

Duties require frequent use of independent judgment in order to complete general assignments. Initial training about the industry will be provided.

Candidate Preferences:

- Able to communicate effectively in writing and verbally as appropriate for the needs of the audience
- An active listener and critical thinker
- Able to work in teams as well as independently
- Proficient in Microsoft Office Word, Excel, and PowerPoint

Contact Information:

Please send resume with attached cover letter to: jshaw@matsonconsult.com.