

**Wood Components Manufacturers Association**  
**2018 Summer Intern Position**  
**Wood Industry Educational Resource Research**

The Wood Components Manufacturing Association (WCMA) is a wood industry trade association with a mission to advance and promote the interests of the North American wood products industry through interactive and innovative manufacturing solutions. One of the main objectives of the association is to collect and distribute useful educational, economic, and technical information, to promote our members and the industry as a whole. WCMA is planning to add an educational resource area to their website, and is looking for a student to research and gather potential resources over the summer months. Pay will be commensurate with experience for approx. 20 hours per week.

The student will contribute to the project by researching and gathering wood related websites, articles, training videos, etc. that focus on the conversion of lumber to finished goods. The student will be involved in gathering relevant and timely information, identifying appropriate formats (video, web links, documents, etc.) and categorizing the information. The student will work independently from a remote location. Basic training will be provided, and the student will have the opportunity to build valuable experience in wood industry technology, production, academic research, and data management.

We welcome applications from students in any wood related field.

**Position Dates:**

- Suggested - June 1, 2018 – August 1, 2018 (approx. 8 weeks)

**Preferred skills:**

- Proficient in internet research using various browsers and search engines.
- Experience using MS Office (Word, Excel, PowerPoint, Outlook, etc.)
- Knowledge of wood production industry.
- Knowledge of business organization and management practices
- Strong communication skills
- Possess a strong work ethic and organization skills
- Ability to work independently and with minimal supervision.

**Work Hours:**

- Part time, flexible – 20 hours/week

**Application Deadline:**

- February 28, 2018

If you are interested and have the preferred skills – please send your statement of interest & resume to: Amy Snell, WCMA Executive Director, [amy@wcma.com](mailto:amy@wcma.com) PO Box 662, Lindstrom, MN 55045