

N.C. Cooperative Extension
NC State University
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Caldwell County Extension Intern

Location: Caldwell County

Program Area: 4-H Youth Development

Immediate/Site Supervisor: Gabby Whorley

Other Mentors and Supervisors: Seth Nagy

Position Description/ Responsibilities:

- Work collaboratively with Extension Agents, program staff, and office staff to coordinate and implement hands-on, educational 4-H programs and activities
- Assist with planning and preparation for events and programs, including gathering information, assembling materials, and communicating with participants and partners
- Support marketing and outreach efforts for Caldwell County 4-H programs and activities, including assisting with promotional materials and social media content
- Supervise and engage youth before, during, and after programs as part of a team, ensuring a safe, inclusive, and positive learning environment
- Assist with the creation, implementation, and analysis of program evaluations to support reporting and program improvement

Preferred qualifications/previous coursework:

- Enjoy working with youth and have a genuine interest in youth development, education, and community engagement
- A positive attitude and the ability to work effectively in a team environment; includes building professional relationships and collaborating with staff, volunteers, youth, and community partners
- Strong organization and planning skills
- Effective oral and written communication skills
- Ability to manage multiple responsibilities and set priorities

Benefits/skills student will gain through this internship:

- Develop effective communication skills
- Gain hands-on experience in youth development programming and outreach
- Build skills in volunteer management
- Increase awareness of current issues impacting local communities
- Develop a greater understanding of Extension's history, mission, and role in serving communities

Additional Information

In addition, the intern will be paired with other agents in the office to get a well-rounded, fun, memorable, and learning Extension experience!



National Institute of Food and Agriculture
U.S. DEPARTMENT OF AGRICULTURE



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