

N.C. Cooperative Extension
NC State University
2501 Founders Drive, Suite 120
Campus Box 7602; Patterson Hall
Raleigh, NC 27695-7602



Craven County Extension Intern

Location: Craven County

Program Area: 4-H Youth Development, Agriculture and Natural Resources

Immediate/Site Supervisor: Ashley Brooks, 4-H & Youth Development

Other Mentors and Supervisors: Mike Carroll, Director & Agriculture

Position Description/ Responsibilities:

Assist in organizing and implementing 4-H summer programs and events for youth participants
Help plan and coordinate workshops, recreational activities, and community service projects aligned with the 4-H mission
Write and submit newsletter articles, blogs, social media posts, video production, Canva and educational program planning both in-person and virtually.
Collaborate with Extension agents and local volunteers
Participate in planning and facilitating educational sessions on topics such as leadership, STEM, agriculture, healthy living, and civic engagement
Support and supervise 4-H youth participants during events and activities
Encourage and mentor youth to develop leadership, teamwork, and problem-solving skills
Promote a positive and inclusive environment, ensuring a safe and welcoming space for youth to learn
Assist with promoting 4-H programs through social media, local outreach, and community partnerships

Preferred qualifications/ previous coursework:

Coursework in youth development or related fields; experience with children preferred
Ability to work effectively with diverse populations and under-served communities
Ability to work independently or as a team
Proficiency in MS Word, Excel, PowerPoint, Canva
Strong oral & written communication skills
Experience and knowledge in mass media, marketing, and presentations
Ability to travel and work after-hours and weekends if needed
Interest and knowledge in animal sciences, computer technology (including AI), and video production

Benefits/skills student will gain through this internship:

Youth Development and Mentoring including leadership and problem-solving, communication, interpersonal, and teaching skills.
Program Planning and Event Management including time management, curriculum development, and creativity.
Community Outreach and Marketing including public relations, collaboration, and media content creation and management
Administrative/Organizational Skills including data management
Outdoor and Field Skills including adaptability, Safety and risk management

Additional Information

The Craven County office is a fast-paced office environment that promotes teamwork among all personnel.

