

N.C. Cooperative Extension  
NC State University  
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Raleigh, NC 27695-7602



## Johnston County Extension Intern

**Location:** Johnston County  
**Program Area:** 4-H Youth Development  
**Immediate/Site Supervisor:** Meredith Wood, 4-H Agent  
**Other Mentors and Supervisors:** Kaena Prince, 4-H Agent

### Position Description/ Responsibilities:

This position will primarily assist with the planning, coordination, facilitation, and promotion of summer 4-H programs, including camps, workshops, and special activities across a variety of program areas such as agriculture, STEM, public speaking, leadership development, and other life-skill-focused initiatives. The intern will play an active role in engaging youth in hands-on educational activities while helping ensure a positive, safe, and welcoming learning environment.

Responsibilities will include assisting with program planning and delivery, preparing and organizing materials, supporting daily program operations, and providing general assistance with 4-H duties as needed. A strong emphasis will be placed on marketing and promotion of summer programs through social media, flyers, and other outreach efforts. The intern will also help document programs through videos, attendance tracking, and basic reporting to support program evaluation and outreach efforts.

In addition, the intern will communicate professionally with youth, parents, volunteers, and community partners and represent Johnston County 4-H and Cooperative Extension in a positive and professional manner. There will be opportunities to shadow Extension agents across multiple program areas to gain exposure to Cooperative Extension careers and develop a broader understanding of community-based education and outreach. This internship provides hands-on experience in youth development, program planning, marketing, and public service while building leadership, communication, and organizational skills.

### Preferred qualifications/ previous coursework:

- Youth development, education, agriculture, animal science, STEM, communications, marketing, leadership, and/or public speaking coursework
- Experience working with people in educational or recreational settings
- Communication, organization, and interpersonal skills
- Dependable, self-motivated, and working independently and with teams
- Learn and take initiative in a fast-paced, community-based environment, interacting with youth, parents, volunteers, and community partners

### Benefits/skills student will gain through this internship:

- Hands-on, professional experience
- Competencies in program planning and implementation, youth engagement, and public communication
- Social media, teamwork, time management, and organizational skills
- exposure to Cooperative Extension careers, strengthening the intern's understanding of public service, community outreach, and nonprofit educational programming while building leadership, confidence, and professionalism



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