

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



Transylvania County Extension Intern

Location: Transylvania County

Program Areas: Ag and Natural Resource Education and Youth Empowerment

Project Title: Summer Internship

Immediate/Site Supervisor: Bart Renner

Other mentors/supervisors: Mary Arnaudin, Addison Bradley, Sara Freeman

Position Description/Responsibilities:

This internship will actively support the educational programs of our Ag and 4-H Agents, focusing on farm resilience, youth leadership and natural resource education.

Specific tasks will include:

- Assistance in mentoring 4-H youth to develop public speaking skills for presentations and assist adult 4-H leaders with club programs
 - Coordination of community outreach materials, including sourcing timely informational handouts and marketing Extension programs
 - Management of social media- including County Website and Facebook Pages
- Coordinating with the Farmers Market, Master Gardeners, and AmeriCorps member to create a weekly educational program at the farmers Market
- Assist with the facilitation of county advisory boards and attend occasional Board of Commissioners meetings
 - Coordinate with AmeriCorps member for program planning and implementation
 - Assistance with maintenance of community garden areas
- Assisting with field crop production issues- including disease diagnosis, soil testing and other farm visits
- Clerical work, including: answering client calls and questions, filing, data entry and office organization
- Assist with organization of 4-H supplies and resources

The intended outcomes of this internship are:

- The Transylvania County Office's programs are enriched by the intern's participation and ideas
- The intern gains a valuable professional insight into the various roles that Extension plays in community development
- The intern gains a wide variety of professional skills and contacts to build his/ her resume

Preferred qualifications/previous coursework:

- This position requires travel connected with official duties, including attendance at night and weekend meetings. (Mileage reimbursement will be provided.) As such, applicants must be willing to travel within the local area and work flexible hours.

Benefits/skills student will gain through this internship:

- Wide variety of professional experiences
- Educational training
- Professional contacts

