

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

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

Preferred qualifications/previous coursework:

- Must have strong oral and written communication skills
- Able to work effectively and build relationships with others
- Must have good organization and planning skills
- Able to demonstrate effective project coordination, facilitation, and implementation based on past work or school experiences
- Must possess deductive reasoning skills and be able to analyze and synthesize information for problem solving
- Experience working with volunteers and youth is preferred
- Must have a personal commitment to working with diverse clientele and colleagues
- 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.

Additional Information:

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.

Benefits/skills student will gain through this internship:

Successful completion of this internship will provide the intern with a wide variety of professional experiences, educational training, and professional contacts.

