

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



Edgecombe County Extension Intern

Location: Edgecombe County

Program Area: 4-H Youth Development

Immediate/Site Supervisor: Tanya Heath

Other Mentors and Supervisors: Melissa Mabie

Position Description/Responsibilities:

Intern will assist with planning and implementation of the 4-H summer program.

Intern will also assist as needed with agents in various departments of Agriculture, Family & Consumer Sciences in addition to Community & Rural Development programming.

The intern will assist with preparing youth for county, district and state competitions in presentations, outdoor grilling, Poultry Science and Livestock as needed.

Preferred qualifications/previous coursework:

- Prior experience in 4-H and/or FFA is preferred, but not required.
- Experience working with Google platform of docs, spreadsheets & slides would be beneficial.
- Any coursework in program planning is preferred, but not required.
- Ability to multi-task projects from advertising to implementing programs.

Benefits/skills student will gain through this internship:

- Intern will gain experience working with a variety of people in an office setting in addition to working in the field, as needed with other Extension Agents.
- Intern will also benefit by providing education to youth ages 5-18 through our 4-H program, following guidelines and ensuring the safety of all involved.
- The intern will also gain excellent customer service skills while dealing with all clients in Extension.
- Intern will become proficient in managing program with the assistance of Extension Agents.

