

## Guilford County Extension Intern

**Location:** Guilford County

**Program Area:** 4-H Youth Development, Agriculture and Natural Resources, Family and Consumer Sciences, Community and Rural Development

**Immediate/Site Supervisor:** Vincent Webb

**Other Mentors and Supervisors:** Heather Schaffer, Meredith Kreeger, Taylor Jones, Caroline DiGrande

### Position

#### Description/Responsibilities:

The summer intern will work primarily with the Family & Consumer Sciences (FCS) Extension Agents to support programming in the areas of nutrition, cooking, food safety, food systems, and financial literacy. They will assist with the complete program delivery process, including planning, preparation, implementation, and evaluation.

Specific responsibilities within FCS could include: assisting with development of social media and marketing content, food preparation and scaling recipes, and data entry and evaluation administration.

As an intern in the Guilford County office, downtime in the FCS Department will be spent exploring the rest of Extension's program areas, including 4-H Youth Development, Horticulture, School & Community Gardens, Digital Skills, Food Security, and Marketing/Outreach.

Duties within the other program areas could include:

- Planning, implementing, and evaluating 4-H Summer Fun programs and assisting with 4-H dairy and livestock shows, as appropriate
- Attending site visits with School & Community Garden and/or Horticulture Agents and Program Assistant
- Supporting research for the Guilford County Food Security Plan
- Assisting the Outreach Specialist with the development of the county office marketing plan through social media content conception and creation

### Preferred qualifications/previous coursework:

- Experience working with adults and/or youth from traditionally marginalized communities
- Work effectively in a team environment
- Willingness to learn about topics relevant to each Extension program area, including Family & Consumer Sciences, 4-H Youth Development, Horticulture, Food Security, Agriculture, and Outreach
- Excellent written and verbal communication skills
- Interest in exploring and understanding various program areas and how they work together to accomplish the N.C. Cooperative Extension mission
- Comfortable speaking and presenting in front of moderate-sized to large groups
- Good organizational, time management, and project management/planning skills
- Experience in social media marketing
- Experience with computer software and programs, such as Word, PowerPoint, Zoom, and Canva
- Previous coursework related to family & consumer sciences, horticulture, community nutrition education, program planning/evaluation, youth development, marketing, agriculture, and/or social determinants of health is highly desirable

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

- Understanding of Cooperative Extension, its program areas, and its mission
- Understanding of Guilford County government structure and operations
- Mentored by a team of Cooperative Extension professionals
- Professional development and team-building workshops with the Guilford County team, as available
- Opportunity to explore a variety of career opportunities within Cooperative Extension, specifically within an urban environment, across all program areas
- Experience planning, implementing, and evaluating programs
- Develop skills in partnership development and work alongside community partners
- Explore and develop programming related to their personal and professional interests within Extension

### Additional Information

This is an in-person internship opportunity. However, depending on the assigned tasks, remote work opportunities may periodically be available for interns.