

Purdue Extension - Howard County is seeking applicants for a 2024 summer intern position. This seasonal position offers the successful candidate an opportunity to learn the services and support programs within the county extension office including 4-H Youth Development, Ag and Natural Resources, and Health and Human Sciences. Eligible individuals should be a 2023 high school graduate or older and able to work for ten weeks over the summer.

The application and full job description can be found at <https://extension.purdue.edu/county/howard/>. Completed applications and supporting documents will be accepted through January 31, 2024. If you have questions, please get in touch with Allison Hillis at 765-456-2313 or howardces@purdue.edu.

Duties may include:

- Support the total Howard County Extension Program and personnel
- Assist with ANR and HHS programs as needed
- Work with a wide range of clientele to assist with answering Extension related questions
- Assist with educational workshops for various Extension areas. This may include contacting potential speakers/presenters and presenting at workshops.
- Assist with Mini 4-H meetings, camp, and project check-in for fair
- Help organize events leading up to and during the Howard County 4-H Fair
- Prepare materials for the fair as directed by Extension staff
- Assist with fair project check-in, judging, and check-out
- Assist with livestock shows during the fair
- Prepare and organize mailings, notices, educational flyers, etc., as needed
- Strictly observe office confidentiality and maintain harmonious office relationships
- Availability to work outside of regular business hours, including early mornings, evenings, and weekends.
- Assist with general office duties as required and other duties as assigned

Please submit a cover letter, resume, and completed application to:

Allison Hillis, County Extension Director

Extension Educator - Health and Human Sciences

Purdue Extension - Howard County

120 E Mulberry St., Suite 105

Kokomo, IN 46901

howardces@purdue.edu

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