

## **Job Description**

### **Title of Internship**

Clay County Purdue Extension Summer Intern

### **Location**

Clay County Extension Office – Located in Brazil, IN

### **Full or Part Time/Paid**

One intern (Summer) 40 hrs/week (\$9.27 an hour) starting the middle of May through the beginning of August

### **Description**

We are seeking an enthusiastic, detail-oriented person who can help us reach pre-determined goals and to review and participate in the setting of new ones. The summer assistant is responsible for working with the Extension Office staff to help design and implement educational programs, as well as assisting with support staff duties.

### **Responsibilities**

Although the appropriate candidate should be very flexible in their ability to work in a changing environment, they will primarily be responsible for the following:

- Office assistance
- Work with a wide range of clientele to assist with answering 4-H related questions
- Assist with ANR and HHS programs as needed
- Assist with educational workshops for various 4-H project areas. This may include contacting potential speakers/presenters and/or presenting at workshops
- Assist with Mini 4-H meetings, camp, and project check-in for fair
- Help organize events up to and during the Clay County 4-H Fair
- Assist with the Junior Leader project (Community engagement activities, fair prep, concession stand prep and shifts during the fair)
- 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
- Assist with general office duties as required and other duties as assigned

### **Qualifications:**

Individual seeking a bachelor's degree in one of Indiana's colleges or universities and also:

- Exhibits excellent oral, written and communication skills
- Has the ability to manage multiple projects and work assignments from a variety of staff
- Has excellent interpersonal skills both in person and by phone with high professionalism and confidentiality
- Is an individual with the ability to think creatively and independently and be able to work in a flexible environment
- Has experience working with a variety of technology tools: proficient or learning capable in using the latest versions of Microsoft Publisher, Word, Excel, Google Docs, Google Slides, Adobe products, mail merges and web searches
- Exhibits the ability to synthesize large amounts of data and create concise, relevant information
- Must be able to anticipate project needs, discern work priorities and meet deadlines
- Preference given to those with 4-H background and livestock exhibition