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

Duplin County Extension Intern

Location: Duplin County

Program Area: 4-H Youth Development

Immediate/Site Supervisor: Bridget Huffman

Other Mentors and Supervisors: Rachel Ezzell

Position Description/ Responsibilities:

- Assisting extension staff in marketing programs and events
- Creating and gathering tangible and online materials
- Performing daily office operations and tasks
- Assisting agents in program planning, delivery, and evaluation
- Assisting with summer 4-H programming
- Making preparations for planned events, individually and as a team
- Creating social media content, blog posts, website updates, etc.
- Assisting FCS agent with nutrition, food safety, and related programming
- Assisting agriculture agents with programming

Preferred qualifications/previous coursework:

Strong time management skills
Self-motivated
Positive attitude
Technological and social media skills
Enjoyment and experience working with youth preferred
Willingness to learn!

Benefits/skills student will gain through this internship:

- Develop event coordination and time management skills
- Develop team-building skills
- Learn about and explore career opportunities in Cooperative Extension
- Gain valuable marketing skills
- Gain real-world experience in an extension career

Additional Information

Intern will have the opportunity to work with all agents at the extension office in some form or fashion. Additionally, intern is expected to come prepared to work in variable working conditions, as no two days are the same in a career in Extension!

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