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

Jones County Extension Intern

Location: Jones County
Program Area: 4-H Youth Development
Immediate/Site Supervisor: Jacob Morgan
Other Mentors and Supervisors: Jacob Morgan, Samantha Bennett, Kristi Welke

Preferred qualifications/previous coursework:

- Coursework in youth development, education, agriculture, or related fields and/or experience working with children or youth.
- Ability to work effectively with diverse and under-served populations.
- Strong organizational skills and ability to work independently as well as part of a team.
- Computer literacy (proficiency in Canva, MS Word, PowerPoint, Excel, and Office).
- Strong written, verbal, and interpersonal communication skills.
- Ability to manage time in a fast-paced, dynamic environment.
- Ability to lift and carry training supplies, publications, and program equipment.
- Experience in program planning, marketing, mass media, or presentations.
- Willingness to travel locally and work occasional evenings or weekends as needed.

Position Description/Responsibilities:

The 4-H Intern will assist with planning, coordinating, and delivering a variety of 4-H youth development programs and activities while gaining practical experience in educational instruction, program management, and public engagement. The Intern will also have opportunities to support other Extension Agents in their respective program areas, offering a more diverse and comprehensive internship experience.

Program Support: Assist in organizing and implementing 4-H summer programs, camps, and events for youth participants; Help plan and coordinate workshops, recreational activities, and community service projects aligned with the 4-H mission; Collaborate with Extension agents and local volunteers to ensure successful program delivery; Participate in planning and facilitating educational sessions focused on leadership, STEAM, agriculture, healthy living, camps and civic engagement.

Youth Engagement:
Support and supervise 4-H youth participants during events and activities; Encourage and mentor youth in developing leadership, teamwork, and problem-solving skills; Promote a positive, inclusive, and safe learning environment for all youth participants.

Community Outreach and Marketing: Assist with promoting 4-H programs through social media, local outreach, and community partnerships; Help prepare promotional materials, presentations, and outreach content to engage new youth and families; Attend local events to represent 4-H and raise awareness of Cooperative Extension programs and services.

Administrative Support: Assist with participant registration, data collection, and program evaluation; Maintain accurate records of events, activities, and program outcomes; Provide general office support, including preparing educational resources and managing supplies.

Benefits/skills student will gain through this internship:

- **Youth Development and Mentoring:** Leadership Skills; Communication and Interpersonal Skills; and Public Speaking.
- **Program Planning and Event Management:** Event Coordination; Curriculum Development; Time Management; and Creativity.
- **Community Outreach and Marketing:** Collaboration with Partners; Social Media Management; and Media Content Creation
- **Administrative and Organizational Skills:** Data Management and Record-keeping
- **Outdoor and Field Skills:** Teamwork in the Field; Adaptability; Safety and Risk Management; and Critical Thinking
- **Cultural Competency and Inclusivity:** Diversity Awareness and Building Inclusive Environments
- **Mentorship:** Networking, Career Exploration, and Work Experiences

Additional Information

Regular office hours are Monday - Thursday from 8:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 12:00 p.m. Due to the nature of 4-H programming, work outside of these hours, including evenings and weekends, is required to support youth activities and community events.

NC State University and NC A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, national origin, religion, political beliefs, family and marital status, sex, age, veteran status, sexual identity, genetic information or disability. NC State, NC A&T, US Department of Agriculture, and local governments cooperating. *Developing Future Research and Extension Professionals to Advance the Essential Cs: Cropping Systems, Climate Smart Agriculture, and Communication: National Center of Excellence for Career Pathways in Agricultural Research and Extension* is funded by the Research and Extension Experiences for Undergraduates (REEU) program of United States Department of Agriculture National Institute of Food Agriculture (USDA-NIFA) Award Number 2024-68018-43454.