

## Duplin County Extension Intern

**Location:** Duplin County, NC

**Program Area:** 4-H Youth Development

**Immediate/Site Supervisor:** Bridget Huffman

**Other Mentors and Supervisors:** Rachel Ezzell

### Position Description/Responsibilities:

The Duplin County intern will be responsible for supporting 4-H Youth Development, Family and Consumer Sciences, and Agricultural programs throughout the duration of this internship.

Primary responsibilities may include:

- 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

### 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!