***Summer Internships***

***2021***

**General Information:** Interns will gain professional experience utilizing nonformal education strategies by partnering with Extension agents to plan, implement, and evaluate outreach and/or research programs for adults and youth in field offices. MSU Extension Interns work in county or reservation Extension offices under the direction of one or more Extension agents. Upon completion of an internship the student will have an understanding of the nature and responsibilities of being an MSU Extension agent.

**Responsibilities:**

1. Increase educational experiences for Extension clientele.

2. Expand educational opportunities (skills and knowledge) for youth or adults.

3. Lead at least one educational programming effort.

4. Become a part of the Extension team in the office.

**Required Qualifications:**

1. Willingness to learn and be involved with many aspects of local Extension programming

2. Demonstrated ability to work successfully with youth or adults

3. Demonstrated ability to take initiative on projects and activities under a supervisor’s guidance

4. Good written and verbal communication skills

5. Effective organizational skills

6. Ability and interest to serve the audience(s) and program disciplines identified for the specific position details.

**Preferred Qualifications:**

1. Interest in pursuing a professional career in Extension or other related fields

A successful applicant will have a positive attitude, creative thinking abilities, experience developing collaborative efforts, and the ability to pursue innovative approaches to problem solving.

Note: If an intern applies for University credit for the internship, additional requirements (i.e., junior standing) and responsibilities may apply. Consult with your advisor.

Contact Information: Please contact individuals listed in the “Specific Information” section for questions about the individual positions.

**Compensation:** Up to **$4,800.00** *for approximately eight full-time weeks*

**Application Procedure: *(applications due; November 9, 2020)***

1) Letter of application addressing each listed qualification;

2) Current resume; and

3) Name, addresses and phone numbers for three references;

Employment is contingent on successful completion of a background check.

To complete your application, provide your contact information and upload the required documents at [this site](https://montana.qualtrics.com/jfe/form/SV_8vJowlZYpWwpy97).



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| **Western Region** |
| **Flathead Reservation (Polson, MT)** |
| **Brief Description of Duties:** The successful applicant will be involved with community gardening and food preservation projects. May work with Agent to create the summer mailings and other newsletters. The successful applicant may also be asked to design and implement summer youth programming. Other opportunities may be available to create engaging, educational activities to meet the needs of the community (both adult & youth).  **Desired Skills or Experience:** Attention to detail, critical thinking and decision making skills, ability to follow through with projects and assignments, proficient communications skills, and a willingness to learn.  **Disciplines required/desired:** 4-H Youth Development, Ag & Natural Resources, and Family and Consumer Sciences.  **Supervising Agent:**  Brenda Richey.  **Housing options/Help:** None. |
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| **Lewis & Clark County (Helena, MT)** |
| **Brief Description of Duties:** The Lewis & Clark County Extension Intern will be working primarily with the 4-H Youth Development Extension Agent in delivering programming to Lewis and Clark County. This includes getting to know their constituents, working with 4-H volunteers and families, identifying needs, assisting in action plans to address those needs, and working collaboratively with the Extension Office staff and faculty to serve and educate the surrounding communities.  **Desired Skills or Experience:** Attention to detail, critical thinking and decision making skills, ability to follow through with projects and assignments, proficient communications skills, and a willingness to learn.  **Disciplines required/desired:** 4-H Youth Development, Ag & Natural Resources, and Family and Consumer Sciences.  **Supervising Agent:** Kara Tangedal.  **Housing options/Help:** Possible host family, referral to resource people.  **Key Programming Dates:** 4-H Camp: June 6-11, 2020 Jackpot Livestock Show: June 12, 2020 4-H Congress: July 4-10, 2020 Fair: July 25-31, 2020 Carcass Evaluations: Week after Fair |

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| **Central Region** |
| **Teton County (Choteau, MT)** |
| **Brief Description of Duties:** Responsibilities for the intern will include observing processes in 4-H management (fair planning, camp planning, committee processes), observing ag agent and FCS agent, developing teamwork with office managers. We are open to working with an intern finding areas for them to have the lead in planning and implementing at least one program over the course of the internship. Opportunities for interns could include planning and conducting 4-H record book or other project-based classes and/or prerecorded video or a series of public communication campaign (radio/newspaper/social media, etc.); planning/coordinating and/or implementing babysitter training; learning to complete nitrate testing procedures under instruction of ag agent; assisting with plant and insect identification and serving the public.  **Desired Skills or Experience:** Attention to detail, critical thinking and decision making skills, ability to follow through with projects and assignments, proficient communications skills, and a willingness to learn.  **Disciplines required/desired:** 4-H Youth Development, Ag & Natural Resources, Family and Consumer Sciences, and Community Development.  **Supervising Agent:** Jane Wolery.  **Housing options/Help:** Referral to resource people.  **Key Programming Dates:** Much is undetermined at this point, but we would prefer to have an intern in place by at least June 1 and preferably mid-May. Our fair is the last full weekend of June each year. It is followed by the "after fair" week, Congress and 4-H camp. |
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| **Fort Belknap Reservation (Hays, MT)** |
| **Brief Description of Duties:** The intern will work closely with the Ag and Family and Consumer Science Agents. The duties will include community garden planning, planting, maintaining, and harvesting with local community members and garden managers and assisting with organizing the 4-H fair.  **Desired Skills or Experience:** Attention to detail, critical thinking and decision making skills, ability to follow through with projects and assignments, proficient communications skills, and a willingness to learn.  **Disciplines required/desired:** 4-H Youth Development, Ag & Natural Resources, Family and Consumer Sciences, and Community Development.  **Supervising Agents:** Liz Werk and Hillary Maxwell.  **Housing options/Help:** Referral to resource people.  **Key Programming Dates:** Mid-August for 4-H fair |

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| **Eastern Region** |
| **Valley County (Glasgow, MT)** |
| **Brief Description of Duties:** This internship would involve working closely with the FCS, Ag and 4-H Agents in their day to day programming. Valley County programming typically involves horticulture, crop production, food preservation, healthy living programs and 4-H Youth Development educational programs.  **Desired Skills or Experience:** Attention to detail, critical thinking and decision making skills, ability to follow through with projects and assignments, proficient communications skills, and a willingness to learn.  **Disciplines required/desired:** 4-H Youth Development, Ag & Natural Resources, and Family and Consumer Sciences.  **Supervising Agents:** Roubie Younkin and Shelley Mills.  **Housing options/Help:** Possible host family, referral to resource people.  **Key Programming Dates:** We are willing to work around the intern's schedule. It would be ideal to participate in 4-H Camp in Early June, and the Fair in early August. Programming could be scheduled for an FCS intern to include food preservation workshops, exercise classes, or other areas of interest. Likewise, an Ag intern could also experience crop/pesticide education as well as horticulture questions. |