

## Jackson County UW-Extension Summer Program Intern

### **Location:**

Black River Falls and throughout Jackson County. May include occasional out-of-county travel.

**Hourly Rate:** \$15.00 **Hours per week:** 40

### **Background Information:**

The internship position will offer a wide range of learning experiences with meaningful, professional-level experiences to the student. The intern will learn about current outreach efforts used to communicate UW Extension programming and values in the county/region and have the opportunity to bring fresh ideas to further the outreach efforts of the UW-Extension Jackson County office. This work will provide the intern opportunities to build connections with internal and external communities, and can serve as a way to expand personal and professional networks.

### **Job Description:**

Program-specific activities in the internship will be involved include the following:

- Coordinate and assist with summer agriculture programs including on-farm field day(s), pasture walks, horticulture education series for Jackson County Boys and Girls Club at the community garden, and local food promotion efforts.
- Promote, market, and deliver the "Summer of Science" program, including assistance and support for the summer camp program.
- Develop vital, sustainable communication and outreach tools to recruit and retain first-generation 4-H youth and families.
- Develop and communicate program outreach materials.
- Prepare and coordinate program resources and logistics.
- Assist Extension Educators with program instruction.
- Support Extension certified volunteers.
- Work with local educators on needs assessment including data entry and analysis.

### **Required Qualifications:**

- Ability to be self-directed and self-motivated.
- Ability to communicate and cooperate with a team.
- Interest in working directly with youth and adults.
- Competency in social media and Microsoft/Google platforms.
- Reliable transportation and ability to work nights and weekends.
- Ability to organize work and meet deadlines.
- Experience with relationship building with people from diverse groups.

- Ability to lift and carry 50 pounds.

**Preferred Qualifications:**

- Experience with Latino and/or Ho-Chunk culture.
- Coursework or experience in teaching or working with youth and/or adults.
- Coursework or experience in STEM subjects.
- Prior exposure to UW-Extension programming.
- Coursework or experience in agriculture.
- Experience in program planning and development.

For specific questions, please contact Patricia Malone, Area Extension Director for Pepin, Buffalo, Trempealeau, and Jackson Counties. E-mail: [patricia.malone@ces.uwex.edu](mailto:patricia.malone@ces.uwex.edu). Cell: 715-530-0974.

To apply, send a cover letter and an up-to-date resume to the following e-mail address:

[julie.peterson@county.jackson.wi.us](mailto:julie.peterson@county.jackson.wi.us)

or to the following land address:

UW-Extension

ATTN: Julie Peterson

227 S. 11<sup>th</sup> St

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