

# IOWA AGRICULTURE LITERACY FOUNDATION

## JOB DESCRIPTION



**Position:** Intern – Education Programs      **Job Description Date:** 9/30/14      **Compensation:** \$10/hr.  
**Location:** Greater Des Moines Area      **Schedule:** May-Aug. full-time hours, Spring part-time

### Summary

Work with teachers grades K-12, students, Ag in the Classroom and ag trade and commodity organizations. Help ensure there is current and relevant information about agriculture, available and utilized by target audiences. Help plan IALF attendance at events and conferences of teachers and students to demonstrate the organizations commitment to strengthening the agricultural literacy of lowans. Assist in resource materials development and procurement to supplement county agriculture literacy efforts and teacher requests. The candidate should have strong verbal and written communications skills and will need to be adaptable to handle a variety of activities with IALF staff and volunteer involvement.

### Job Responsibilities

#### Essential Functions

1. Build agricultural lesson plan kits and materials to be used in Iowa classrooms and in-service trainings.
2. Organize agricultural literacy education conferences, events and programs in cooperation with stakeholders of IALF.
3. Organize statewide teacher workshops to inform them of the resources available through IALF.
4. Promote IALF and its mission and goals via social media, press releases, e-newsletters, and blog posts.
5. Utilize technology and social media to reach a variety of audiences to promote and support agricultural literacy education programs and initiatives.
6. Initiate networking opportunities for furthering agricultural literacy education.
7. Promote agricultural literacy education partnerships.
8. Assist volunteers in classroom programming and presentations.
9. Prepare reports for the IALF Executive Director, Education Program Manager, and board of directors regarding programming success and goals accomplished.
10. Organize educational supplies and keep inventory.
11. Prepare supplies for educational workshops.
12. Assist with the management and processes of grant programs.
13. Assist with stewardship of sponsors and donors of the foundation.
14. Work will be self-directed so a self-starter who is comfortable solving problems independently will be highly valued.

#### Non-Essential Functions

Perform other job-related duties or special projects as assigned.

### Qualifications/Know-How

The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Background in agriculture or education preferred.
2. Experience in planning educational activities preferred.
3. Enthusiasm, flexibility, professionalism, and a passion for agriculture are a must.
4. Proficiency in writing program materials on a variety of presentation platforms.
5. Proven presentation, organizational and analytical skills.
6. Strong oral and written communication skills.
7. Proficient knowledge of Microsoft Office Suite.
8. Some in-state travel required, including possible overnight.

To apply, please submit resume and cover letter to Will Fett at [wfett@iowaagliteracy.org](mailto:wfett@iowaagliteracy.org).  
 Iowa Agriculture Literacy Foundation. 5400 University Ave., West Des Moines, IA 50266