

# IOWA AGRICULTURE LITERACY FOUNDATION

## EDUCATION PROGRAMS INTERNSHIP



**Position:** Intern – Education Programs      **Job Description Date:** 9/2023      **Compensation:** \$12/hr.  
**Location:** West Des Moines, IA      **Schedule:** May-Aug. (30-40 hrs/wk), Sept.-April (20 hrs/week)

### Summary

Work with PreK-12 teachers, students, Agriculture in the Classroom and agriculture trade and commodity organizations. Help ensure there is current and relevant information about agriculture, available and utilized by target audiences. Help plan and conduct IALF events and conferences for teachers and students to demonstrate the organization's commitment to strengthening the agricultural literacy of Iowans. Assist in resource material development and procurement to supplement agriculture literacy efforts and teacher requests. The candidate should have strong verbal and written communications skills and be adaptable to assist with a variety of activities with IALF staff and volunteer involvement.

### Job Responsibilities

#### Essential Functions

- Develop agricultural lesson plans and materials to be used in Iowa classrooms, in virtual learning settings, and educator trainings.
- Assist in organizing and producing statewide agricultural literacy education workshops, events and programs, in-person and virtual, to inform educators of the resources available through IALF.
- Produce content to promote and support IALF's mission, education programs and resources utilizing technology, equipment and platforms, i.e. website, social media, newsletters, FarmChat®, video, photography and blog writing.
- Participate in presentations for adult and student learners as part of IALF's education programming. Promote agricultural literacy education and partnerships through networking opportunities.
- Coordinate and assist educators and volunteers with programs and events.
- Prepare reports in support of programming results and impacts.
- Organize educational supplies, maintain and document inventory.
- Prepare supplies for events, workshops, and programs.
- Assist with the management and processes of grant programs.
- Assist with stewardship of sponsors and donors of the foundation.

#### 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.

- Background in agriculture or education preferred.
- Experience in planning educational activities preferred.
- Enthusiasm, flexibility, professionalism, and a passion for agriculture.
- Proficiency in writing program materials on a variety of presentation platforms.
- Proven presentation, organizational and analytical skills.
- Strong oral and written communication skills.
- Proficient knowledge of Microsoft Office Suite.

Self-motivated individual who demonstrates initiative, accountability, and capacity to work independently and collaboratively with IALF team to accomplish tasks, problem-solving and goals. This internship requires some in-state travel, including some overnights.

**To apply, please submit resume and cover letter by November 1** to: Kelly Foss, Iowa Agriculture Literacy Foundation, 5400 University Ave., West Des Moines, IA 50266 or [kfoss@iowaagliteracy.org](mailto:kfoss@iowaagliteracy.org)