



Education Programs Internship

Position: Intern – Education Programs

Location: This is an in-person position based in West Des Moines, Iowa, office. Remote or hybrid work is not available.

Schedule: May-Aug. (30 hrs/wk), Sept.-April (20 hrs/week)

Compensation: Paid internship

Summary

IALF is seeking an Education Programs Intern to support statewide programs that help PreK-12 educators and students connect agriculture to classroom learning. This position provides practical experience in agricultural education, curriculum and resource development, educator professional development, event planning, communications, and nonprofit programming.

The ideal candidate is organized, creative, adaptable, and comfortable working both independently and collaboratively. Strong communication skills, initiative, and an interest in agriculture, agriculture literacy, K-12 education, or communications are important for success in this position.

Job Responsibilities

Education & Resource Development

- Assist with the development and revision of agricultural lesson plans, educational resources, activities, and supporting materials for PreK-12 Iowa classrooms and educator professional development.
- Research agricultural topics and help translate information into accurate, engaging, age-appropriate educational content.
- Participate in presentations and educational programming for K-12 teachers, agriculture literacy educators, and occasionally for students, volunteers, and other audiences.

Programs & Events

- Assist with planning, coordinating, and delivering statewide agricultural literacy programs, teacher professional development workshops, conferences, and other educational events.
- Support educators and volunteers participating in IALF programs and events.
- Help prepare educational materials and supplies for workshops, classroom programs, conferences, and other activities.
- Assist with educational supply inventory and organization.
- Some in-state travel, including occasional overnight travel, is required.

Communications & Outreach

- Create content that promotes and supports IALF's mission, educational programs, and resources through website, social media, newsletters, video, photography, and other communication platforms, including writing and coordinating blog articles.
- Help promote statewide agricultural literacy education and strengthen connections with K-12 educators, Agriculture in the Classroom partners, agricultural organizations, and other stakeholders.

Program Support & Evaluation

- Assist with collecting, organizing, and reporting participation, outcomes, and impact.
- Support the administration and processes associated with grant programs.
- Assist with sponsor and donor stewardship activities related to IALF programs.
- Provide general program and administrative support and assist with special projects, as needed.



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Qualifications

Preferred Background

- Current college student or recent graduate pursuing agriculture, agricultural education, education, communications, or a related field.
- Background or demonstrated interest in agriculture and/or education.
- Experience developing or delivering educational activities.

Skills & Abilities

- Strong oral and written communication skills.
- Strong organizational skills and attention to detail.
- Proficiency with Microsoft Office programs, experience with Canva and willingness to learn additional technology and communication platforms.
- Ability to take initiative, solve problems, and work independently while also contributing as part of a team.
- Flexible and willing to assist with a variety of programs, events, and projects.
- Professional, dependable, and enthusiastic about IALF's mission and agricultural literacy.

What You'll Gain

The Education Programs Internship provides an opportunity to build professional experience while contributing to agricultural education efforts across Iowa. The intern will gain experience in:

- Curriculum and educational resource development
- Teacher professional development and student programming
- Event and conference planning
- Written, digital, and social media communications
- Program evaluation and impact reporting
- Nonprofit and grant-supported programming
- Working with educators, agricultural organizations, volunteers, and industry partners
- Building a professional network within Iowa agriculture and education

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