

IOWA AGRICULTURE LITERACY FOUNDATION

EDUCATION PROGRAMS INTERNSHIP



Position: Intern – Education Programs **Job Description Date:** 9/2022 **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 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 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. Develop agricultural lesson plans and materials to be used in Iowa classrooms, in virtual learning settings, and in-service trainings.
2. Organize agricultural literacy education events and programs in-person and virtually in cooperation with stakeholders of IALF.
3. Assist in organizing statewide workshops to inform educators of the resources available through IALF.
4. Promote IALF and its mission and goals via social media, 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. Participate in networking opportunities for furthering agricultural literacy education.
7. Promote agricultural literacy education partnerships.
8. Coordinate and assist volunteers with programs and events.
9. Prepare reports for the IALF executive director and education program manager 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.
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. In-state travel required, 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