

AGRICULTURE Science Sustainability CAREERS



NASC Norman Ross Memorial Scholarship: Educational Program Development Intern – AgScience Ambassadors

Date: September 2017 – December 2017 (Fall only)

Classification/ Salary Grade

Stipend position/15 hours per week

Reports to

Dr. Emily Lawrence, Executive Director
Edie Nehls, Deputy Director

JOB DESCRIPTION

Summary/Objective

The Norman W. Ross Horticultural Foundation set goals to promote research and educational activities and programs related to the development of the tree fruit and nut industry in California. The National Ag Science Center, in part through this scholarship, is committed to developing future agriculture leaders in the Central Valley.

A major NASC program is the AgScience Ambassadors. This project began as a pilot and is now expanding to include more opportunities for students in Stanislaus County. This intern position offers an opportunity to assist in the operations of a non-profit organization. Working closely with the Director and Deputy Director, this position will be an integral part in the day-to-day operations of our programming.

This position is only open to current MJC Agriculture and Environmental Sciences students.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The intern position will focus on the following programmatic tasks:

- Developing “kits” of content related to the goals of the Norman Ross foundation that also align with elementary curriculum and standards;
- Creating outreach for programming and program reporting on our media platforms to share our efforts with the broader community;
- Coordinating with schools and districts about implementation of programming; and,
- Preparing materials and scheduling for Spring 2018 execution of the program.

Competencies

The following competencies are expected of the position:

- Knowledge of/background in agricultural sciences;

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- Familiarity with/interest in elementary education settings and lesson development;
- Attention to detail, efficiency and organization;
- Familiarity with basic computer and word processing programs; and,
- Ethical responsibility

Supervisory Responsibility

This position has no direct supervisory responsibilities, but may serve as a coach and mentor for new interns.

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and printers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is largely a sedentary role; however, the ability to lift computers monitors, printers and bend or stand as necessary is needed.

Position Type and Expected Hours of Work

This is a part-time position. Days and hours of work are flexible and can be arranged around school hours.

Travel

A valid driver's license is required. Some travel might be expected of this position.

Required Education and Experience

High school diploma and currently enrolled in a post-secondary educational program.

Preferred Education and Experience

Interest in or experience with educational programming or non-profit organizations.

Benefits

The intern will have hands-on learning of the implementation of educational programming of a non-profit organization. This position offers an excellent opportunity to work on a substantive project and can result in a positive reference.

Contact Info: Please submit application and resumé to admin@agsciencecenter.org. The application is available for download at www.agsciencecenter.org