

AGRICULTURE Science Sustainability CAREERS



NASC Dan Nutley Memorial Scholarship: Educational Programming Intern

Date: September 2017 – December 2017 or January 2018 – April 2018

Classification/ Salary Grade

Stipend position/15 hours per week

Reports to

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

JOB DESCRIPTION

Summary/Objective

In honor of Dan Nutley's work as an Officer and Board Member of the National Ag Science Center (NASC) this scholarship is an investment in the continuation of our educational programming. Dan's vision and passion was focused on nurturing the next generation in the agriculture industry and broader community. The National Ag Science Center, in part through this scholarship, is committed to developing future agriculture leaders in the Central Valley.

NASC operates three major programs each school year: Ag In Motion, AgScience Ambassadors, and summer programming. This 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.

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:

- Coordinating programs-working with school sites and specific teachers, Ag Science Ambassadors and/or the Faith Ranch project to develop a schedule of visits;
- Creating outreach for programming and program reporting on our media platforms to share our efforts with the broader community;
- Developing a catalog of programmatic elements, i.e. kits for the AgScience Ambassador project, thematic units for summer programs and special events; and,
- Tracking and gathering data on program efficacy, outreach efforts, and community perception of the National Ag Science Center.

Competencies

The following competencies are expected of the position:

- Proficiency in internal and external communications;
- Attention to detail, efficiency and organization;

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- 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