



General Information: Interns will gain professional experience utilizing nonformal education strategies by partnering with Extension agents to plan, implement, and evaluate outreach and/or research programs for adults and youth in field offices. MSU Extension Interns work in county or reservation Extension offices under the direction of one or more Extension agents. Upon completion of an internship the student will have an understanding of the nature and responsibilities of being an MSU Extension agent.

Responsibilities:

1. Increase educational experiences for Extension clientele.
2. Provide expanded educational opportunities (skills and knowledge) for youth or adults.
3. Provide program leadership to at least one educational programming effort.
4. Become a part of the Extension team in the office.

Required Qualifications:

1. Willingness to learn and be involved with many aspects of local Extension programming
2. Demonstrated ability to work successfully with youth or adults
3. Demonstrated ability to take initiative on projects and activities under supervisor's guidance
4. Good written and verbal communication skills
5. Effective organizational skills
6. Ability and interest to serve the audience(s) and program disciplines identified for the specific position details.

Preferred Qualifications:

1. Interest in pursuing a professional career in Extension or other related fields

A successful applicant will have a positive attitude, creative thinking abilities, experience developing collaborative efforts, and the ability to pursue innovative approaches to problem solving.

Note: If an intern applies for University credit for the internship, additional requirements (i.e., junior standing) and responsibilities may apply.

Contact Information: Please contact individuals listed in the "Specific Information" section for questions about the individual positions.

Compensation: Up to **\$4,800.00** for approximately eight full-time weeks

Application Procedure: (applications due; November 8, 2019. Interviews: November 21)

- 1) Letter of application addressing each listed qualification;
- 2) Current resume;
- 3) List of specific internships of interest; and
- 4) Name, addresses and phone numbers for three references;

Employment is contingent on successful completion of a background check.

Submission of items 1, 2, 3 and 4 in electronic form is encouraged (Word or PDF). Send files as attachments to: maryfran@montana.edu

Paper documents may be sent to:

Mary Fran San Soucie, MSU Extension, 211 Culbertson Hall
PO Box 172230
Bozeman, MT 59717-2230
406-994-6648, Fax 406-994-1756

Central Region

Fergus County (Lewistown, MT)

Brief Description of Duties: The intern will focus on 4-H programs, including but not limited to, camps, congress, and fair. The intern will also have the opportunity to develop their own 4-H programs. Other opportunities include working in agriculture or family consumer science areas, assisting with classes, meeting local clientele, and organizing programs. The intern will also learn about local community development projects and help with those established programs.

Supervising Agent: Emily Standley, (406) 535-3919

Housing options/Help: Possible resources.

Key Programming Dates:

- Two plus weeks in June (camps)
- Second week of July (4-H Congress at MSU)
- Last full week of July (fair)

Fort Belknap Reservation (Harlem, MT)

Brief Description of Duties: The intern will support agents in maintaining and expanding community and home gardens, providing outreach and instruction to adult classes, assisting ag agent in tasks associated with 4-H Fair. This internship requires significant physical capacity, travel, and ability to work independently, as many of our efforts are field-based across a large geographical area.

Disciplines required/desired: Natural Resources, Agriculture, Community Development, 4-H Youth Development

Supervising Agent: Liz Werk, (406) 353-2656

Housing options/Help: Possible resources

Dates: June-August

Eastern Region

Yellowstone (Billings, MT)

Brief Description of Duties: Areas of work are flexible depending on the intern's interest. 4-H work is done for Camp, Montana Fair and other activities and events. The office also has opportunities in agriculture, family and consumer science and horticulture.

Desired Skills or Experience: Interest in being involved in a very active county and desire to learn, as well as take advantage of many opportunities.

Disciplines required/desired: 4-H Youth Development, Ag & Natural Resources, Family and Consumer Sciences, Community Development

Compensation: Up to **\$4,800.00** for approximately eight full-time weeks

Supervising Agent: Roni Baker, (406) 256-2828

Housing options/Help: None

Key Programming Dates:

- First week of June (camp)
- Second week of July (4-H Congress at MSU)
- Second two weeks of August (MontanaFair)

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Western Region

Park County (Livingston, MT)

Brief Description of Duties: The intern will assist and lead aspects of the Park County 4-H Camp and preparing for and assisting with the Park County 4-H Fair. He or she will also collaborate with agriculture, natural resources, and weed projects throughout the summer, accompanying the agent on site visits in these areas. There will also be opportunities for exposure to Community Development and Family and Consumer Science programming in Park County.

Desired Skills or Experience: Attention to detail, critical thinking and decision making skills, ability to follow through with projects and assignments, proficient communications skills, and a willingness to learn.

Disciplines required/desired: 4-H Youth Development, Ag & Natural Resources, Family and Consumer Sciences, and Community Development.

Supervising Agent: Mary Anne Keys, (406) 222-4156

Housing options/Help: None

Key Programming Dates:

- June 22-25 (camp)
- Fair dates are not finalized. Typically, it is the last week of July or first week of August.

Lewis & Clark County (Helena, MT)

Brief Description of Duties: The intern will work primarily with the 4-H Youth Development Extension Agent in delivering programming to Lewis and Clark County. This includes getting to know constituents, working with 4-H volunteers and families, identifying needs, assisting in action plans to address those needs, and working collaboratively with the Extension Office staff and faculty to serve and educate the surrounding communities.

Desired Skills or Experience: Attention to detail, critical thinking and decision making skills, ability to follow through with projects and assignments, proficient communications skills, and a willingness to learn.

Disciplines required/desired: 4-H Youth Development, Ag & Natural Resources, Family and Consumer Sciences, and Community Development.

Supervising Agent: Kara Tangedal, (406) 447-8346

Housing options/Help: None

Key Programming Dates:

- June 15-20 (camp)
- Second week of July (4-H Congress at MSU)
- June 22-26 (fair)

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Gallatin County (Bozeman, MT)

Brief Description of Duties: Work with the 4-H agent with 4-H fair and camp planning. Be responsible for certain aspects of the fair (e.g. round robin show). Chaperone youth at camp. Assist Ag agent with field visits and summer educational tours. Help Ag agent develop programming for upcoming events. Potentially become a Noxious Weed Seed Free Forage certified inspector. Assist Natural Resource agent with site visits and educational events.

Desired Skills or Experience: Attention to detail, critical thinking and decision making skills, ability to follow through with projects and assignments, proficient communications skills, and a willingness to learn.

Disciplines required/desired: 4-H Youth Development and Ag & Natural Resources.

Supervising Agent: Josh Bilbao, (406) 582-3280

Housing options/Help: Possible resources

Key Programming Dates:

- Last week of June (camp)
- July 15-19 (fair)

Flathead Reservation (Polson, MT)

Brief Description of Duties: The intern will work with a variety of youth and adults from diverse backgrounds. Intern will manage or assist in summer youth programming. The intern will have the opportunity to choose, plan, and implement activities or events. He or she will utilize his or her creativity to lead STEAM (Science, Technology, Engineering, Agriculture, and Math) projects. The intern will serve as a role model and have leadership opportunities and responsibilities.

Desired Skills or Experience: Attention to detail, critical thinking and decision making skills, ability to follow through with projects and assignments, proficient communications skills, and a willingness to learn.

Disciplines required/desired: 4-H Youth Development.

Supervising Agent: Brenda Richey, (406) 275-2756

Housing options/Help: None

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