



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. Expand educational opportunities (skills and knowledge) for youth or adults.
3. Lead 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 a 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. Consult with your advisor.

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

Compensation:

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

Flathead Reservation: Up to **\$6,100** (grant funded) from May 30 to September 3, 2021

Application Procedure: (applications due; April 12, 2021)

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

Employment is contingent on successful completion of a background check.

To complete your application, provide your contact information and upload the required documents at [this site](#).

Central Region

Fort Belknap Reservation (Hays, MT)

Brief Description of Duties: The intern will work closely with the Ag and Family and Consumer Science Agents. The duties will include community garden planning, planting, maintaining, and harvesting with local community members and garden managers and assisting with organizing the 4-H fair.

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 Agents: Liz Werk and Hillary Maxwell.

Housing options/Help: Referral to resource people.

Key Programming Dates: Mid-August for 4-H fair

Western Region

Flathead Reservation (Polson, MT)

Brief Description of Duties: The successful applicant will be knowledgeable about general gardening, food safety, and preservation practices. Applicant must be able to work independently and with all ages. Currently the MSU FRTEP is providing garden education for two Boys and Girls Clubs, and three community gardens. This position will require the successful applicant to facilitate/teach educational classes/activities, manage multiple garden sites, work with local families, partners, and Tribal Leadership. Food Preservation responsibilities will include learning the process of Freeze Drying and assisting the FRTEP agent with classes for youth, school staff and community members. Coordinating duties will also include organizing and tracking Master Gardener/Food Preserver Volunteers. The MSU FRTEP agent will be available to provide educational supports and guidance. Location: This program will be offered on the Flathead Indian Reservation. The Flathead Reservation is home to the Confederates Salish, Pend d'Oreille, & Kootenai Tribes. The reservation is identified as rural and economically depressed. The population can be identified as an underserved minority.

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 Agents: Brenda Richey.

Housing options/Help: Referral to resource people.

Internship Dates: May 30 to September 3, 2021.

Make a difference in Montana

MSU Extension is an ADA/EO/AA/Veteran's Preference Employer and Provider of Educational Outreach.