



# TWO SUMMER INTERNSHIP OPPORTUNITIES

Would you like to be a part of the largest youth organization in the nation? The Texas FFA has two unique internship opportunities available to junior or senior **college level** students interested in agricultural education, agricultural leadership, agricultural communications, or related fields. As a summer intern, you will be supporting the multi-faceted activities of the Texas FFA Association centered around the nation's largest state FFA convention. Texas FFA implements progressive, innovative, industry-leading strategies to achieve its mission: Learning to Do, Doing to Learn, Earning to Live, Living to Serve.

## Description:

Both internship opportunities will focus primarily on helping facilitate the state degree check and scholarship selection process as well as coordinate several different facets of the annual state leadership conference and state convention. These are intense, hands-on, project-based internships that require attention to details, excellent customer service skills, effective communication, and professionalism.

As an FFA intern, you will be responsible for effectively assisting the needs of the Texas FFA staff, state officers, advisors, contractors, and volunteers. You will also independently manage special projects. Specific responsibilities will include, but are not limited to:

- Notification correspondence
- Event management related to the Texas FFA Convention and State Leadership Conference • Assist with the annual award, degree and scholarship selection
- Texas FFA publication development
- Updating and creating web-based content
- Leadership content development
- Provide coaching and deliver both one-on-one and group feedback

## Skills and Qualifications Desired:

- University students currently pursuing a degree in the field of agriculture. College junior, senior or recent college graduates pursuing ag. education, ag. leadership, or ag. communications preferred. (Current high school students or recent high school graduates will NOT be considered)
- Knowledge of the Texas FFA and its programs
- Attention to detail (excellent proofreading and organizational skills are a MUST!) • Ability to work effectively as a team and individually
- Ability to oversee and complete projects without constant supervision
- Proficiency in MS Office programs as well as Google Docs
- Facilitation experience in small and large group settings

**Location:** Remote with scheduled work days at the state office (614 East 12th Street, Austin, TX)

**Hours:** 8:00 a.m. – 5:00 p.m. Monday – Friday (additional hours are to be expected) **Salary:** Paid internship (twice per month)

**Travel:** This internship also includes travel to Stephenville, Fort Worth and other locations as assigned (all expenses and accommodations related to work required travel will be paid for by the Texas FFA Association)

**Application Deadline:** April 1, 2021 **Interviews:** To be scheduled after deadline **Start Date:** No later than May 10, 2021 **End Date:** No earlier than July 30, 2021

**How to Apply:** Submit letter of interest and resume including formal education, work experience, FFA related experience, and references to Jennifer Jackson at [jennifer@texasffa.org](mailto:jennifer@texasffa.org). If you have any questions,

Jennifer can be reached at 214-385-9766.