

Purdue Extension - Howard County is seeking applicants for a 2023 summer intern position. This seasonal position offers the successful candidate an opportunity to learn the services and support programs within the county extension office including 4-H, Ag and Natural Resources, and Health and Human Sciences. Eligible individuals should have at least one year of college experience and able to work for 10 weeks over the summer.

Application and full job description can be found at <https://extension.purdue.edu/county/howard/>. Completed applications and supporting documents will be accepted through February 14, 2023. If you have questions, please reach out to Allison Hillis at 765-456-2313 or howardces@purdue.edu.

Duties may include:

- Support the total Howard County Extension Program and personnel
- Assist with ANR and HHS programs as needed
- Work with a wide range of clientele to assist with answering 4-H related questions
- Assist with educational workshops for various 4-H project areas (may include contacting potential speakers/presenters and/or presenting at workshops)
- Assist with Mini 4-H meetings, camp, and project check-in for fair
- Help organize events up to and during the Howard County 4-H Fair
- Prepare materials for the fair as directed by Extension staff
- Assist with fair project check-in, judging, and check-out
- Assist with livestock shows during the fair
- Prepare and organize mailings, notices, educational flyers, etc., as needed
- Strictly observe office confidentiality and maintain harmonious office relationships
- Assist with general office duties as required and other duties as assigned

Please submit a cover letter, resume, and completed application to:

Allison Hillis, County Extension Director

Extension Educator - Health and Human Sciences

Purdue Extension - Howard County

120 E Mulberry St., Suite 105

Kokomo, IN 46901

howardces@purdue.edu

It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran. Purdue University is an Affirmative Action institution. This material may be available in alternative formats.