

National Association of Agricultural Educators
300 Garrigus Building – Lexington, Kentucky 40546-0215
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Communications Intern Position Announcement

What is NAAE?

NAAE is the professional association for school-based agricultural educators. NAAE is ...
“Professionals providing agricultural education for the global community through visionary leadership, advocacy and service.” There are nearly 8,000 members of NAAE nationwide who are agriculture teachers in middle schools, secondary schools, postsecondary institutions, agricultural education faculty in colleges and universities, statewide coordinators of agricultural education, college/university agricultural education students and others who support the school-based agricultural education profession.

Position Description – “Communications Intern”

NAAE anticipates hiring two communications interns for the summer of 2019. Each communications intern’s primary assignment will be writing award citations, news releases, presentation scripts, and newsletter entries for NAAE award winners, contacting award winners for photographs, and other NAAE communication related tasks. The writings will be included in publications such as the NAAE Annual Report (a web-based document), NAAE *News & Views*, other ag ed publications and local newspapers of award winners.

This will be an 8-week assignment. The exact dates of the internship are negotiable. The internship may begin as early as June 1, 2019 and end as late as August 31, 2019. The interns may also be invited to attend the 2019 NAAE Convention in Anaheim, California in late December 2019 as a member of the NAAE convention staff. All NAAE convention travel expenses will be paid by NAAE.

The interns will report to the NAAE associate executive director. All completed work is subject to the approval of the NAAE associate executive director.

Position Requirements

Education: As of July 1, 2019, candidates must be rising college juniors or seniors, post-baccalaureate students completing teacher certification requirements, or graduate students. Preference will be given to candidates majoring in ag ed and planning to teach agriculture in a school-based setting at some level of instruction.

Skills: Strong communication skills (writing and speaking) and word processing required; some skills with database programs preferred as well as some familiarity with social media.

Experience: Training and experience in professional writing, such as writing for mass media; agricultural education experience as a student and/or teacher desired.

Location

The internship positions will be located at the NAAE office located at 300 Garrigus Building, University of Kentucky, Lexington, Kentucky 40546-0215.

Compensation

The compensation for each internship will be \$3,000 total. The final paycheck may be held until all assignments are completed to the satisfaction of the NAAE associate executive director. In addition, one coach-class, advance purchase, roundtrip airfare (or mileage at the NAAE reimbursable rate, whichever is lesser) from the intern's current location to the NAAE office will be paid. Other expenses, including housing, meals, and incidental expenses while in the Lexington, Kentucky area, will be the responsibility of the intern.

Application Procedures

To apply, please prepare a packet to include a letter of interest, resume or vita, a minimum of two letters of reference, a portfolio of materials showing the applicants proficiency in the skills and experiences requested (portfolio should include a writing sample completed independently by the applicant), and if applicable, a list of web sites the applicant has developed. Send the complete application packet to:

Alissa Smith
Associate Executive Director
National Association of Agricultural Educators
300 Garrigus Building
Lexington, KY 40546-0215

Application Deadline and Review Process

Completed application packets should be sent to the NAAE office postmarked no later than **December 21, 2018**. Applications sent via facsimile or electronic mail will not be accepted. The review process will begin in mid-January 2019 with interviews to be held the end of January or the beginning of February. The successful candidate and unsuccessful candidates will be notified in writing as soon as possible but not later than March 1, 2019.

Questions/Comments

Questions or comments may be directed to Alissa Smith, at the NAAE office, by calling (859) 257-2224 or (800) 509-0204, or by sending e-mail to asmith.naae@uky.edu.

NAAE is an equal opportunity organization. NAAE will not discriminate against any individual based on race, creed, color, religion, sex, national origin, ancestry, age, physical or mental handicap, or veteran status.