

National Association of Agricultural Educators
300 Garrigus Building – Lexington, Kentucky 40546-0215
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Professional Development 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 – “Professional Development Intern”

NAAE anticipates hiring one professional development intern for the summer of 2019. The professional development intern’s primary assignment will be to assist with national professional development initiatives for school-based agricultural education. Under the guidance of the associate executive director, the intern will assist with several national professional development initiatives including, but not limited to, the NAAE Awards program, National Agriscience Teacher Ambassador Academy, state and regional NAAE Agriscience Inquiry Institutes as well as NAAE XLR8 Institutes, and professional development at the NAAE Convention.

This will be an 8-week assignment. The internship may begin as early as the completion of the intern’s spring semester in May. The intern may also be invited to attend the 2019 NAAE Convention in Anaheim, California in December 2019 as a member of the NAAE convention staff. All travel expenses related to NAAE convention 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. Candidates must be majoring in ag ed and be 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 familiarity with social media and professional networking sites.

Experience: Training and experience in agricultural education, program management, public relations, and/or communications desired; 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 the 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). 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 occurring in late January or the beginning of February. The successful candidate and unsuccessful candidates will be notified in writing as soon as possible but no 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.