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 9,000 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 2021. 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, 2021 and end as late as August 31, 2021. The interns may also be invited to attend the 2021 NAAE Convention in New Orleans, Louisiana in November-December 2021 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 Chief Executive Officer. All completed work is subject to the approval of the NAAE associate executive director.

Position Requirements

Education: As of July 1, 2021, 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 2525 Harrodsburg Road, Suite 200, Lexington, Kentucky 40504.
Compensation

The compensation for the internship will be $4,000 total. The final paycheck may be held until all assignments are completed to the satisfaction of the NAAE Chief Executive Officer. 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 digital 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 digitally with the Subject Line: “NAAE Communication Intern Application” to:

Alissa Smith  
Chief Executive Officer  
National Association of Agricultural Educators  
asmith.naae@uky.edu

Application Deadline and Review Process

Completed digital application should be emailed to the contact info above no later that January 18, 2021 at 12:00 am EST. Applications sent via facsimile or snail mail will not be accepted. The review process will begin in late January 2021 with interviews occurring at the beginning-mid February. The successful candidate and unsuccessful candidates will be notified in writing as soon as possible but no later than March 1, 2021.

Questions/Comments

Questions or comments may be directed to Alissa Smith, at the NAAE office, by sending an 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.