



SNOHOMISH COUNTY
invites applications for the position of:

Intern - Agriculture Marketing/Communications Intern

SALARY: Hourly
OPENING DATE: 05/25/17
CLOSING DATE: Continuous

DESCRIPTION:

This is an unpaid internship for a minimum of 15 hours per week from early May - mid September. Must be available during the Evergreen State Fair, August 24, 2017 - September 4, 2017.

The intern will primarily be working on communications regarding the Centennial Farm and Evergreen State Fair.

SNOHOMISH COUNTY INTERNSHIP PROGRAM

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship program is designed so that the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field.

The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

BASIC FUNCTION

Provide marketing and communications assistance to Snohomish County's Agriculture Coordinator as a part of the county's efforts to increase economic viability for local farmers.

JOB DUTIES:

STATEMENT OF ESSENTIAL INTERNSHIP DUTIES

1. Assists in the digital media strategy including social media, website and videos.
2. Assists in the planning of the Focus on Farming and Focus on Forestry annual conference. Assist in coordinating industry tracks, creating a marketing plan, budgeting, obtaining sponsorship and attending planning meetings. Assists in setting up the event and with program details.
3. Assists in the design and implementation of the agriculture area at the Evergreen State Fair. Maintains the area during the fair, staffing of the area, answer questions the public may have concerning agriculture and access to local foods. Assists in taking the display down at the end of the fair.
4. Assists in the coordination of the Evergreen State Fair Centennial Farms display. Assists in the documentation of the farm family history, creating the display and in the VIP reception.
5. Assists in the coordination of the Evergreen State Fair Farmers Breakfast and day of duties.

STATEMENT OF OTHER INTERNSHIP DUTIES

1. Assists the agriculture coordinator with various other tasks related to food policy, land use policy and economic development for agriculture.

MINIMUM QUALIFICATIONS:

Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the internship. If the Internship occurs during the summer, the student may provide proof of summer

or fall enrollment.

SPECIAL REQUIREMENT

Must have a valid Washington State Driver's License.

PREFERRED REQUIREMENTS

Preferred majors or programs of study include business administration, communications, environmental science, event planning, food science, graphic design, horticulture, marketing, project management, sustainable agriculture or related field.

ADDITIONAL INFORMATION:

KNOWLEDGE AND ABILITIES

Increase Intern Knowledge of:

- environmental issues between agriculture and other competing interests;
- media relations associated with agriculture issues;
- public relations connected to the agriculture industry;
- business planning/business fit in agriculture;
- training/education of farming interests;
- successes of a working farm;
- marketing agricultural related products;
- public speaking/group presentations;
- effectively communicate with people of all ages from a variety of cultural, ethnic and economic backgrounds;
- principles of project management and project development;
- research techniques;
- computer technology such as word-processing, spreadsheet, database, and PowerPoint.

Increase Intern Ability to:

- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population;
- work effectively in stressful situations;
- be flexible in working with different agencies to accomplish assignments;
- work with supervisors of different groups to solve problems affecting project progress;
- work independently or with limited supervision;
- handle many priorities at one time and accomplish tasks in a timely manner.

SUPERVISION

Intern will receive supervision from an administrative superior as assigned. Work is performed independently in accordance with established policies and accepted practices. Work is reviewed through periodic status reports, staff meeting and observation of results obtained.

WORKING CONDITIONS

Work is generally performed in an office setting but many business and professional meetings will take place outside of county offices. Many outside meetings will take place in the evenings or outside normal business hours including weekends throughout the county and region. Travel outside of the county is possible.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.snohomishcountywa.gov/2553>

Position #2017-EXE-9179-May
INTERN - AGRICULTURE MARKETING/COMMUNICATIONS INTERN
CW

3000 Rockefeller Ave M/S 503
Everett, WA 98201
(425) 388-3411

Human.Resources@snoco.org

Intern - Agriculture Marketing/Communications Intern Supplemental Questionnaire

- * 1. What school will you be enrolled in during the summer or fall 2017 term?

- * 2. What is your major or program of study?

- * 3. What relevant classes have you taken?

- * 4. Do you possess a valid Washington State Driver's License?
 - Yes
 - No

- * 5. Can you commit to a minimum of 15 hours per week (Monday to Friday, 10:00 AM to 5:00 PM), from June - mid September?
 - Yes
 - No

- * 6. Can you show proof of enrollment at a post-secondary institution for either the summer or fall 2017 term?
 - Yes
 - No

- * 7. Please briefly describe why you are interested in this internship?

- * Required Question