

# **SNOHOMISH COUNTY INTERNSHIP DESCRIPTION**

## **INTERN – AGRICULTURE MARKETING/COMMUNICATIONS INTERN**

Spec No. 9179

### **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.

### **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**

6. Assists the agriculture coordinator with various other tasks related to food policy, land use policy and economic development for agriculture.
7. Assists with writing grant and reports.

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### **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.

### **PREFERRED QUALIFICATIONS**

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.

### **SPECIAL REQUIREMENT**

Must have a valid Washington State Driver's License.

### **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

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#### **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](#)

Class Established: March 2014

Revised: June 2014, May 2015

EEO Category: 5 - Paraprofessionals

Intern Wage: Unpaid

Workers Comp:

Intern not receiving academic credit for internship: 6901 Volunteers

Intern receiving academic credit for internship: Not covered. The school authorizing the internship is responsible for coverage.