**Maryland State Fair and Agricultural Society, Inc. --- Agriculture Education Intern**

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| **Position** |  | Internship |
| **Functional Title** |  | Agriculture Education Intern |
| **Category Status** |  | Seasonal Hourly (Mid-May through September, Labor Day ) |
| **Company Information:** |  | The Maryland State Fair & Agricultural Society, Inc., is a private, non-profit 501(c) 3 organization that was founded in 1878. Located in Timonium Maryland since it’s inception, the 110 acres campus is home to numerous exhibition buildings, stables and a half mile race track and grandstand. The fairgrounds host the annual Maryland State Fair as well as over five hundred rental events each year. The mission of the Maryland State Fair is to support agricultural and educational events, and to promote and preserve Maryland’s Agricultural competitions and events that showcase Maryland’s premier industry. |
| **Position Summary/Purpose of Position** |  | The Maryland State Fair & Agricultural Society, Inc. is offering a paid agriculture education internship opportunity for this coming summer. Interns will be given the opportunity to gain real world professional experience while building their portfolio and resumes. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.This person’s responsibilities will include assisting the Director of Agriculture Programs with the following, but not limited to:* Support the day to day operations of the Agriculture Programs Director;
* Collaborate with staff and volunteer committee members with planning, programing and implementation of educational programs and exhibits;
* Assist Agriculture Program Director with communications, logistics and budgetary duties;
* Create and lead programs designed for schools, day camps, libraries, and the fair audience;
* Create social media posts and assist with general marketing to increase public awareness and participation;
* Interact with The Maryland State Fair audience and provide excellent customer service by promptly responding to questions and messages posted on social media outlets related to agriculture education;
* Create basic image designs as needed using Adobe suite;
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| **Minimum Qualification:** |  | Be a current college **student** **or recent graduate** majoring in agriculture and/or educationExperience in creating educational exhibits or lessons, or organizing eventsExperience:* Proficiency in Microsoft Office and Excel;
* Exceptional attention to detail;
* Respectful of deadlines and conscientious;
* Assist with answering phones;
* Strong Written and Oral Communication Skills;
* Excellent interpersonal and organizational skills and the ability to work effectively with a wide range and diverse group of individuals;
* Be Self-Motivated with the drive to follow through;
* Experience working with high-level individuals such as board members, donors, sponsors, volunteers or customers;
* Must be able to work independently and in a team environment;
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| **Preferences:** |  | Experience with event management and promotions and a basic understanding with a knowledge of agriculture, fairs and expositions.Individual who is available the Week of Aug. 27 – Sept. 7, 2020 |
| **Additional Information:** |  | For best consideration, please apply by February 28, 2020Benefits offered: N/AAnnual Leave: N/AVacation: N/ASick Leave: N/ACandidates must be able to provide proof of eligibility to work in the USA. No Visa sponsorship is offered for this position.Regular Business hours are 8:30 a.m. to 4 p.m. Monday –FridayThe internship is for a minimum of 8 weeks or 300 hours but can be extended upon agreement of both parties.The internship does not allow for working remotely. |
| **Job Risks** |  | Not Applicable To This Position |
| **Physical Demands** |  | Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards.This individual may be required to lift boxes up to 40 pounds and move them to different locations. |
| **Posting Date:** |  | February 1, 2020 |
| **Closing Date:** |  | Open Until Filled |
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| **Required Documents:** |  | ResumeCover LetterList of References |

Packets should be sent:
Emailed to: bmcdaniel@marylandstatefair.com

or

Mailed to:
The Maryland State Fair
Attn: Internship
P.O. Box 188
Timonium, MD 21093