

Internship Announcement

Agricultural and Standards Statistics Program Intern

Department: San Joaquin County Agricultural Division

Project Focus: Agricultural and Standards Statistics Annual Report

Summary:

We are seeking an energetic, responsible, creative self-starter to fill an internship spot in the local government sector. Interns will gain hands on experience with the San Joaquin County Agricultural Department. Each California County Agricultural Commissioner is mandated to generate an annual report of the value of the agricultural product produced the previous year. This individual or project group will help with the aesthetic production of this report. Interns will be responsible for working with County staff to compile the final report including all graphics, articles, photographs, etc. Assignments within this program add value to our department, the community in which we serve and to the individuals' development as a professional in the field.

Intern Responsibilities & Learning Objectives:

- Work as a team to collaboratively put together the Annual Crop Report.
- Interns will collaboratively support county staff to produce the annual Crop Report; including data collection and analysis; article writing, graphics, layout and presentation in the appropriate report format.
- Assist in preparation of research materials; create and maintain data compilations.
- Shadow Agricultural Division staff to gain knowledge of inner working of governmental departmental responsibilities and duties.
- Opportunity to attend the San Joaquin County Board of Supervisor meeting to participate in the presentation of the final annual report.
- Interns will gain experience in project management, public relations and communication.
- Opportunities for engagement, mentoring and training from highly skilled professionals in the agricultural industry.

Requirements & Qualifications:

- Enthusiastic about supporting the public sector.
- Detail oriented with strong written and verbal communication skills.
- Team players who are comfortable working in collaboration with others.
- Follow oral and written instructions.
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint and Excel).
- Ability to meet deadlines and timelines.
- Quantitative and qualitative analysis.

Eligibility:

- Student currently enrolled at a two to four-year college or university and in good standing with the college or university.
- Six months in biological or agricultural pest survey or inspection work

- Or, twelve units of college coursework in agricultural science, biology, or a closely related field may be substituted for the six months of required work experience.

Schedule & Compensation:

- 20 hours per week around intern's schedule during the academic year; up to 40 hours per week during summer.
- May 10, 2019 – project completion, estimated Fall 2019.
- Stipend for internship term.

Intern Submission Procedures:

- Send Cover letter and resume to: Internships@sjc.org
- Subject line should read: Agricultural and Standards Statistics Program Intern
- Include resume and cover letter
- Optional documents to include are unofficial transcripts and letters of recommendation
- Selection interviews will be conducted

**All internship related materials sent to San Joaquin County are kept for our records*