DANE G. HANSEN & K-STATE RESEARCH AND EXTENSION INTERN PROGRAM, Oberlin, KS

The Dane G. Hansen Foundation & K-State Research and Extension internship gives college students the opportunity to link classroom learning with a pre-professional work experience. The intern will work to develop a marketing plan for the Decatur GROWS Foundation.

TITLE: Decatur GROWS Foundation Marketing Plan

LOCATION: Oberlin, Kansas (Decatur County)

PROJECT DESCRIPTION: The Decatur GROWS Foundation was formed three years ago and is led by a volunteer board. With assistance from the board, the goal of the intern is to create awareness of the foundation and develop a marketing plan to increase the foundation’s fund raising efforts throughout the year.

APPLICATION DEADLINE: Friday, January 31, 2020 or until the position is filled

EMPLOYMENT: May 26, 2020 thru August 1, 2020 or as negotiated with K-State Research and Extension and the Decatur GROWS Foundation.

RESPONSIBILITIES:
- Develop marketing strategies for the Decatur GROWS Foundation
- Develop of database of alumni and supporters
- Draft letters and emails for marketing purposes
- Research creative fundraising methods
- Work with organizations, businesses and individuals to increase awareness of the foundation and successful projects funded
- Create a social media platform and train foundation board members how to maintain this form of marketing
- Community service or volunteering with a community organization is highly encouraged
- Complete other responsibilities as assigned by mentoring supervisors

This position may require attendance at evening meetings, access to a personal vehicle, and a valid driver’s license.

QUALIFICATIONS:
- Completion of at least six university semesters at any college or university.
- Students enrolled in communication studies, marketing, business, technology or community planning are encouraged to apply.
- Knowledge of/or interest in the field of non-profits is a plus.
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media and social media.
- Self-motivation and ability to work with minimum supervision.
- Able to work on multiple projects.
- Experience working with individuals, groups, and co-workers to accomplish individual and/or group goals, as evidenced by previous leadership roles.
- Students from NW Kansas are preferred.

SALARY AND BENEFITS
$20.00 per hour. 40 hours per week. Maximum 400 hours
HOUSING
The Decatur GROWS Foundation will secure and cover the cost of housing (pet free).

APPLICATION PROCEDURE
Submit cover letter, resume, transcripts and list of references as one document to: nsigle@ksu.edu.

For more information about the position contact Halley Roberson, City Administrator, 785-475-2217, hroberson@oberlinkansas.gov or Nadine Sigle, Community Vitality Extension Specialist, 785-346-6256, nsigle@ksu.edu.

For more information about K-State Research and Extension, visit: www.ksre.k-state.edu

APPROXIMATE TIMELINE
January 31, 2020 Application deadline
February 1 – February 28, 2020 Interviews conducted
March, 2020 Offers made to applicants
March – May, 2020 Visit to host communities
May 26, 2020 Internship start date

EQUAL EMPLOYMENT OPPORTUNITY: Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.

Nadine Sigle
Community Vitality Extension Specialist