Position Announcement

DANE G. HANSEN & K-STATE RESEARCH AND EXTENSION INTERN PROGRAM, Jewell County, 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 with Jewell County Community Development to develop a marketing plan.

TITLE: Jewell County Community Development Community Intern

LOCATION: Jewell County, Kansas

PROJECT DESCRIPTION: The project is twofold – first, to develop a marketing plan for the Jewell County Community Foundation. As a new foundation they are in need of pieces to educate the public on the benefits of a local foundation. Second, promotion for the Rural and Remote program in Jewell County. This would entail educating the public on remote work, locating possibilities for co-working spaces, and creating awareness of remote work opportunities.

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 Jewell County Community Development

RESPONSIBILITIES:

- Create a marketing plan for the Jewell County Community Foundation.
- Educate the public on the goals of the Rural and Remote program.
- Promote the Rural and Remote program to perspective clients.
- Create social media posts for Rural and Remote
- Determine available properties for co-working spaces.
- Attend county commission meetings, city council meetings and monthly Community development board meetings.
- Participate in networking events hosted or attended by community development such as community collaboration events, chamber coffees and chamber lunches
- Complete other responsibilities as assigned by mentoring supervisors

This position will require travel connected with official duties, 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 graphic design, marketing, and community development are encouraged to apply
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media and social media.
- Ability to work on multiple projects.
- Self-motivation and ability to work with minimum supervision.
- 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
Jewell County Community Development will secure and pay for housing (pet free).

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

For more information about the position, contact Jenny Russell, Coordinator, Jewell County Community Development, 785-378-7036, jccda@nckcn.com or Nadine Sigle, Community Vitality Extension Specialist, K-State Research and Extension, 785-346-6256, nsigle@ksu.edu.

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

APPROXIMATE TIMELINE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application deadline</td>
<td>January 31, 2020</td>
</tr>
<tr>
<td>Interviews conducted</td>
<td>February 1 – February 28, 2020</td>
</tr>
<tr>
<td>Offers made to applicants</td>
<td>March, 2020</td>
</tr>
<tr>
<td>Visit to host communities</td>
<td>March – May, 2020</td>
</tr>
<tr>
<td>Internship start date</td>
<td>May 26, 2020</td>
</tr>
</tbody>
</table>

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