



# Champaign County Farm Bureau Foundation

*We communicate the importance of agriculture to our community.*

## 2023 AITC Internship Program Application

### Description of Proposed Internship:

- The Ag in the Classroom (AITC) internship will provide an overall understanding of the mission, vision, and values of the CCFB Foundation with a primary focus on the Ag in the Classroom program.
- During the school year, the intern will work with the AITC Director to write, plan and implement agricultural education programming for county classrooms.
- The intern will maintain content for the AITC website and maintain a social media presence.
- The intern will prep, update and maintain classroom resources.
- During the school year, the intern will work with the AITC Director to write, plan and implement agricultural education programming for county classrooms.
- The intern will assist with CCFB Foundation fundraising activities as needed.

### Internship Objectives and Activities:

1. Communicate the mission, vision, and values of the CCFB Foundation, the CCFB, and the agricultural community, while always representing these groups in a positive manner.
  - a. Review and become familiar with the CCFB Foundation.
  - b. Have strong communication skills that can be used in lesson development, lesson presentation, volunteer communications, and any other publications developed for CCFBF programming.
  - c. Post events and promotions on social media platforms.
  - d. Update and maintain an up-to-date county teacher and administrator contact list.
2. Write, plan, and implement agricultural education activities for the promotion of Ag in the Classroom and the CCFBF.
  - a. Maintain educator website content for use by county teachers and administrators.
  - b. Create and maintain resource tubs for use during the school year.
  - c. Prep and pack weekly lesson resources for the educators to use in classrooms.
  - d. Post events and promotions on social media platforms.
  - e. Assist AITC Director during Summer Ag Institute teacher workshop.
3. Collaborate with CCFB Foundation staff and volunteers as needed, often working independently or in a group setting.
  - a. Work closely with staff to complete programs and events.
  - b. Work directly with volunteers during Foundation and AITC events.

### Internship Review and Evaluation:

1. The intern and AITC Director will connect weekly to review the current task list and to discuss progress on activities assigned.
2. The AITC Director and intern will meet twice yearly to discuss work performance.

### Additional Information:

This paid internship is available to a college student with a solid knowledge of agriculture and an interest in working with school-aged children. Anticipate an average of 10-15 hours per week. Reliable transportation is required. Proficiency with Canva and social media platforms if preferred.

**To apply, please send your resume and a cover letter to [sarah@ccfarmbureau.com](mailto:sarah@ccfarmbureau.com) by August 18. Interviews will be August 22, 23, 24. Anticipated start date is September 5.**